

 *Job Posting - Mechanic/Fleet Manager*

Pleasant View City is seeking a highly organized and detail-oriented individual to join our team as a Full-Time Mechanic/Fleet Manager. This is a key opportunity to become involved in meaningful work in support of various Public Works functions. Under general supervision of the Public Works Director, this position performs various technical and fleet managerial duties.

The position maintains and repairs the City’s fleet of vehicles and equipment and assists in the Public Work functions of the city, not limited to streets, storm drain and parks. The position requires advanced mechanical knowledge and skills, ASE certification, and previous experience related to public works equipment, functions, and duties. The position is eligible for overtime and on-call pay as required.

A complete job description and employment application package can be found on the City’s website at www.pleasantviewcity.com. Or it may be picked up in person at Pleasant View City Hall, 520 W. Elberta Drive, Pleasant View, UT 84414, or by calling 801-782-8529.

Applications will be accepted until the position is filled. An application may be submitted in person, by mail, or via email to **bmittion@pleasantviewcity.com** with a subject line of “Job Application for a Full-time Mechanic/Fleet Manager.”

The City of Pleasant View is an Equal Opportunity Employer.

**DEPARTMENT:**  **Public Works** **CLASSIFICATION: Full-time**

**FLSA Designation: Non-exempt**

**SALARY RANGE: $28.31 - $35.95 (hourly) REV DATE: 4-24-2024**

**DISTINGUISHING FEATURES OF THE POSITION**

On a full-time basis, the position performs routine maintenance on the City’s equipment, vehicles, and varying complexity of repairs. The position will also provide public work functions, including but not limited to streets, storm drain and parks.

**REPORTING RELATIONSHIPS**

Position Reports to: Public Works Director

Positions Supervised: None

**FUNCTIONS & DUTIES**

**As Full-time Mechanic/Fleet Manager this position will be responsible for:**

* Keeping the City’s fleet of equipment and vehicles in good operating condition through some routine maintenance and by performing any necessary repairs.
* Fleet planning and reporting.
* Budgeting and ordering.
* Small engine service and repair.
* Keeping records of maintenance and repair activities.
* Track fuel usage and fuel orders.
* Maintain a neat and orderly shop.
* Suggest improvements to equipment specifications.
* Maintain OSHA Hazard Communication Standard requirements for MSDS.
* General knowledge of operating heavy and light equipment.
* Assists in various Public Works tasks as needed.
* Snow removal.
* Participate in On-Call department rotations.
* Perform other duties as assigned.

**PERFORMANCE MEASURES**

* Efficiency (quantity of work done in given time).
* Quality.
* Safety (especially with operation of equipment and tools).
* Dependability (consistently at work and on time, follows instruction, etc.).
* Others as determined by the Public Works Director.

**QUALIFICATIONS & COMPETENCIES**

***EDUCATION / CERTIFICATION/EXPERIENCE:***

* High school diploma or GED and One (1) years of specialized training directly related to above duties provided through professional workshops, in-service courses, or college.
* Five (5) years of progressively responsible experience as a mechanic and in a field directly related to above duties, or an equivalent combination of education and experience.
* ASE certification.
* Possess current Commercial Driver’s License (CDL)

***REQUIRED KNOWLEDGE:***

* Advanced mechanical knowledge as it pertains to vehicles and a variety of equipment (light and heavy).
* Understanding of fleet management and work order software.
* Parts and supplies purchasing.
* Thorough knowledge of occupational hazards, safety precautions, and safety regulations related to the operation and repair of vehicles and equipment.

***SKILLS / ABILITIES:***

* Ability to correctly diagnose and repair mechanical failures.
* Ability to perform routine vehicle and equipment maintenance, and the documentation and record keeping of vehicles and equipment.
* Ability to weld effectively.
* Ability to communicate effectively, especially relative to repair costs and alternatives, enabling others to make responsible fiscal decisions.
* Ability to operate heavy equipment of various kinds under varying conditions; develop and maintain effective working relationships with co-workers, elected officials, local agencies, and the general public; communicate effectively, both verbally and in writing.
* Skill in the operation of heavy mechanized equipment as required by the position.

**WORKING CONDITIONS**

* Some work in a climate-controlled workshop environment with potentially dangerous tools, equipment, and materials; and occasionally works outdoors on vehicles or equipment, which may expose the employee to extreme weather conditions (heat, cold, rain, snow, etc.)
* Must be able to perform frequent lifting or moving of objects associated with the duties of the position (vehicle/equipment parts, tools, etc.)
* Work involves significant standing, bending, stooping, kneeling, crawling and/or sliding under vehicles/equipment, reaching, walking, etc.
* Tasks require a variety of physical activities, generally involving muscular strain, related to walking standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing are essential to performing required job functions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of public work job functions and performance.

**DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS**

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to illustrate essential functions and basic duties, in addition to ‘peripheral tasks’ or that could generally be considered “other duties as assigned.” In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.

In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.