

POSITION CLASSIFICATIONS

TITLE: CDL Driver/Mechanic

DEPARTMENT: Public Works

JOB SUMMARY: The mechanic is under the general direction of the Director of Public Works and is responsible for performing mechanical work requiring approval from the Director of Public Works.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- 1) Perform maintenance and repair on city vehicles within the City of Wynne.
- 2) Keep maintenance records on city vehicles and heavy equipment.
- 3) Perform mechanical repair ranging from tune-up to major overhauls to all types of vehicles and heavy equipment.
- 4) Keeps oil and filters changed in Public Works vehicles.
- 5) Repairs street signs as directed by Director of Public Works.
- 6) Performs labor clean up duties.
- 7) Performs related tasks as assigned.
- 8) Perform duties that the Director deems necessary.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- 1) Knowledge of City streets.
- 2) Knowledge of hydraulics.
- 3) Ability to safely and skillfully operate all city Public Works department equipment which includes Rolloff Truck, Frontloader, and Sideloader garbage trucks.
- 4) Ability to perform repairs and upkeep on all Public Works department equipment including washing trucks.
- 5) Ability to perform manual physical labor when necessary.

- 6) Follow safety precautions when operating city vehicles.
- 7) Awareness of all safety standards when operating heavy equipment.

IMMEDIATE SUPERVISOR: Director of Public Works

WORKING CONDITIONS: Working conditions include working outdoors and in all types of weather conditions including extreme heat and cold, dry and wet. Working conditions may also include working after dark to assist in emergency situations.

MINIMUM QUALIFICATIONS:

- 1) High School education or equivalent. Ability to read and write.
- 2) Demonstrated knowledge and skill of basic automotive mechanical principles and repair are mandatory.
- 3) Experience in the operation of repair and maintenance of heavy motorized equipment.
- 4) Knowledge of local street names.
- 5) Must be at least 21 years of age.
- 6) Must have Commercial Driver's License.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements, includes anything else that the Director deems necessary.

Employee Signature and Date