



# City of Tempe

## PARKS AND GOLF MECHANIC

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	146	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$19.464904
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$26.277885
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Equipment Mechanic
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Skilled Craft

## DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from higher supervisory or management staff.
Exercises technical and functional supervision over lower level maintenance staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of mechanical experience in the repair and maintenance of small gasoline engines.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Training in repair and maintenance of small gasoline engines is desirable.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To perform skilled maintenance and repair of park-related tools and equipment including mowers, edgers, power saws, trimmers and blowers.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Maintain, troubleshoot and repair a variety of park related equipment including mowers, weeding machines, chain saws, blowers, fertilizer and spraying.
- Inspect, diagnose, and locate mechanical malfunctions; overhaul engines; replace or repair faulty parts including bearings, gaskets, belts, gears and blades.
- Tune up engines, replacing ignition parts and cleaning and adjusting carburetor and governors.
- Remove and install transmissions, fuel pumps, clutches, drive shafts, carburetors and engines.
- Repair and replace parts related to electrical, steering, brake and exhaust systems.
- Weld, fabricate and assemble parts and equipment for City Park maintenance equipment.
- Sharpen and replace reels, flails, cutters and mower bars, repair and replace worn or ruptured tires and wheels.
- Purchase parks equipment maintenance parts and materials as required; maintain assigned inventory and related records.
- Train and assist other maintenance staff in the operation of park maintenance equipment and in the performance of preventive maintenance and minor mechanical repairs as required.
- Ensure work is at "Level A" preventive maintenance standard.
- Initiate or assist crew with procurement of materials, supplies and equipment; reconcile procurement card monthly; code invoice for payment processing.
- Maintain work, time, and material records.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects;
- Move heavy objects with forklift, dolly, etc. (i.e. pallets of fertilizer and cement);
- Operate city vehicles (i.e. ½ ton pick-up and small crane truck);
- Use power tools;
- Use tools;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces (i.e. parks, desert areas, parking lots, plazas, planters, golf courses, sidewalks, and medians);
- Work in stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;

- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes. Etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operations, etc.;
- Exposure to blood and airborne pathogens, bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Other physical attributes essential to the classification;
- Operate city equipment.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 15, 1988*

*Reviewed March 1995*

*Revised October 1999 (Supervisor Title Change)*

*Revised November 19, 2001 (range adjustment)*

*Revised July 2007 (Duties/Job Title)*

*Revised January 2017 (add physical/mental activities)*

*Revised March 2019 (PW Reorg – moved to Community Services)*