



## **Job Description**

### **Small Engine Mechanic**

Pay Grade: G04

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum of one (1) year of related experience. Additional experience may be substituted for education.

**Minimum Education Requirements:** High School diploma or G.E.D.

**Department:** Public Works.

**Direct Supervisor:** Fleet Maintenance Supervisor.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Work is performed primarily outdoors.

**Certification:** Valid State of Florida driver's license.

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**Job Summary:** Skilled work repairing and maintaining small and large lawn maintenance equipment and various small engine equipment.

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### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential duties:

- Diagnose and repair problems and/or failures in a wide variety of equipment (e.g. mowers, edgers, pumps, compressors, hydraulic rams, sprayers, generators, switches, lights, etc.) to identify equipment and/or system repair and replacement needs.
- Clean, sharpen, and lubricate a variety of motorized equipment (e.g. reel mowers, blades, hedge trimmer, edgers, trimmers, etc.) to ensure units are operating safely and correctly.
- Perform routine and preventive maintenance.
- Maintain tools and/or equipment to ensure the availability of equipment in safe operating condition.
- Fabricate metal parts as needed and/or assigned (e.g. cut, shape and assemble replacement parts, etc.
- Prepare documentation (e.g. time and materials, job specifications, estimates materials, etc.) of written support in compliance with regulations and department communication.
- Request equipment and supplies needed to maintain inventory and ensure availability of required items to complete the necessary installation/repair.
- Inform personnel regarding procedures and/or status of work.
- Assist other trade personnel as required.
- Coordinate with administration and other trades to complete projects/work orders efficiently.
- Perform other job duties as assigned.

### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:



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#### **Knowledge**

- Engines, maintenance of engines; 2 and 4 cycle engines.
- Principles and techniques in the repair and upkeep on engines, air tools and air wrenches.
- General tools to perform everyday task; care and proper use of tools and equipment.
- Occupational hazards and safety precautions of the trade.
- City's functions, policies, and procedures.

#### **Skills**

- Written and oral communications skills.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### **Abilities**

- Follow directions and have a mechanical aptitude.
- Work from plans, blueprints, sketches and oral and written instructions.
- Use precision machines and equipment.
- Work in all weather conditions with exposure to dust, dirt, fumes, slippery surfaces, grease, oils, electrical components, and noises.
- Diagnose the defects of worn or broken parts on engines.

#### **Physical Demands**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.



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- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date