

TOWN OF ESTES PARK, COLORADO

**SEASONAL MECHANIC**

DESCRIPTION OF WORK

General Statement of Duties:

Receives training in and performs a variety of mechanic duties by assisting others in the maintenance and repair of all types of vehicles and equipment on an entry level basis, as directed.

Supervision Received:

Works under the general supervision of the Lead Mechanic.

Supervision Exercised:

None.

ESSENTIAL FUNCTIONS OF THE JOB: The following are essential functions of the job. Any one position may not include all of the duties listed.

1. **Training and Duties** – Receives training and exercises duties in:
  - A. Scheduled preventative maintenance on fleet equipment.
  - B. Oil changes and lubrications; replaces filters.
  - C. Changing both light and heavy-duty tires.
  - D. Assists in repair and maintenance of Fleet equipment.
  - E. Assists in repair and maintenance of small, motorized equipment such as chain saws, weed whips, and lawn mowers – both 2 and 4-cycle.
  - F. Completing necessary paper work and keeping records.
  - G. Use of shop safety equipment.
  - H. Adequate, operation of light and medium motorized equipment.
  - I. Performs other work as assigned.

MINIMUM OUALIFICATIONS

Required Knowledge, Skill, and Ability:

1. Some knowledge of the materials and tools used in equipment maintenance.
2. Knowledge of hazards and safety precautions related to vehicle and equipment repair.
3. Some skill in the use of mechanic’s tools.
4. Ability to maintain inventory and ordinary service records.
5. Ability to understand and carry out oral and written instructions.
6. Ability to deal effectively with co-workers and operators.
7. Ability to communicate effectively in English, both verbally and in writing.
8. Physical ability and flexibility to work in limited and cramped spaces on top of, underneath, and around mobile and stationary equipment.
9. Physical ability to climb stairs, ladders, and catwalks on heavy equipment and aerial devices.
10. Physical ability to perform strenuous physical labor for extended periods of time both indoors and out in all kinds of weather in varied topographical conditions.
11. Physical ability to lift and carry a minimum weight of 40 pounds.

Special Requirements Necessary:

1. Must possess a valid current Colorado driver license.
2. Must be 16 years of age.
3. Must have dependable transportation.
4. Must posses necessary hand tools and tool box to perform duties.

Education:

None.

Experience:

Basic mechanical ability.

OR

Any equivalent combination of education and experience.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_