Mechanic/Labor – Streets/Public Works

The City of Bryant is accepting applications for **Mechanic/Laborer** in the Public Works Department. Starting annual salary $23,274 plus, commensurate with experience. Great benefits and retirement package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., May 4, 2017 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law

GENERAL DESCRIPTION OF POSITION

Assists in the repair and upkeep of all City streets, City right-of-ways, properties and equipment. Primarily responsible for upkeep and maintenance of vehicles and equipment. Repairs automobiles, trucks, and other vehicles. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans work procedure.

2. Raises vehicle with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle.

3. Disassembles unit and inspects parts for wear.

4. Replaces and adjust headlights and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.

5. Performs manual construction and maintenance work under little or no supervision.

6. Performs safety procedures as established by department.

7. Performs operations of equipment such as (backhoe, bush hog, tractor, dump truck, lawn mowing equipment, cutting torch, welding machine, chipper, etc).

8. Performs all duties of labor and assists in the performance of their duties as needed.

9. Use of basic and specialized hand tools.

10. Perform various task of operations with all sizes of vehicles and equipment.

11. Works overtime as assigned.

12. Interacts with team members.

13. Regular and punctual attendance.

14. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
None.

SUPERVISORY RESPONSIBILITIES
None.

COMMUNICATION SKILLS
Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS
Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

SUPERVISION RECEIVED
Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND
Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING
Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Occasional use of non-complex machines and equipment.

ACCURACY
Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

PUBLIC CONTACT
Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

EMPLOYEE CONTACT
Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Arkansas Class A Commercial driver's license or valid drivers license recognized by the state of Arkansas. Minimum of two years experience operating cutting torch and welding machine. Required knowledge of operations of heavy equipment and ability to operate heavy equipment. Knowledge in upkeep and maintenance of vehicles and equipment. Ability to operate cutting torch, welder and various other specialized tools.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Not indicated.

ADDITIONAL INFORMATION
Not Indicated.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; and frequently required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to sit, climb or balance, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts; frequently exposed to outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration. The noise level in the work environment is usually loud.