



JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Mechanic with Public Works Department, Motor Pool Division

POSITION LOCATION:

Saint Paul Island, Alaska.

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Full-Time

JOB SUMMARY:

A Mechanic identifies and diagnoses defects of City equipment and vehicles and performs necessary repairs, including preventive maintenance.

This position works under the direct supervision of the Motor Pool Supervisor and may take functional direction from the Public Works Director. This is considered an entry level to intermediate position where work is performed according to established procedures with little variance from those procedures required.

This position involves extensive contact with department employees, other departments, the public, and external businesses, agencies, and organizations.

ESSENTIAL JOB FUNCTIONS:

The following are essential job functions of a Mechanic:

1. Locate and diagnoses equipment and vehicle defects; perform necessary repairs and/or identify replacement parts.
2. Maintains repair cards/logs.
3. Monitors and performs preventive maintenance on equipment and vehicles.
4. Installs special accessories and equipment.
5. Conducts safety inspections on equipment and vehicles.
6. Operates vehicles and equipment to move them about maintenance area.
7. Operates small hand and power tools and machines.
8. Moves, loads and unloads supplies, materials, tools and equipment.
9. Maintains, secures, and ensures the safety, cleanliness and up-keep of all work areas, equipment and tools in Motor Pool.
10. Informs equipment and vehicle operators of changes and repairs.
11. Prepares purchase requisitions for parts, tools and other supplies and equipment.
12. Participate in meetings as requested.
13. Perform other duties as assigned by the Motor Pool Supervisor or Public Works Director.

QUALIFICATIONS:

1. Must be at least eighteen (18) years of age.
2. Must possess a valid Alaska Driver’s License.
3. Must have a high school diploma or GED.
4. Vocational education graduate with an instructor recommendation preferred.
5. Automotive Service Excellence (ASE) Certification preferred.
6. At least two (2) years of hands-on experience preferred.



7. Must be knowledgeable of gasoline and diesel engine fundamentals, computer-controlled electronics, electronic ignitions, ABS brake systems, and all other components of modern vehicles and heavy equipment.
8. Must have independent initiative.
9. Must be a team player.
10. Ability to communicate effectively with City personnel, the public and external contacts, whether on the telephone or in person.
11. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug test.
12. Ability to lift and carry an excess of 70 pounds, including lumber, boxes, tools or equipment.
13. Ability to record activities, conditions and comments on logs, work orders, reports and other documentation.
14. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
15. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
16. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.
17. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

SAINT PAUL ISLAND RESIDENT TRAINING OPTION:

The City will provide an opportunity for a Saint Paul Island resident to attend Universal Technical Institute (UTI) to receive training. The City will pay all costs as associated with the training and wages while attending the training. The applicant selected for this position must successfully complete the training at UTI within one (1) year of hire.

WAGE AND BENEFITS:

The salary for this position ranges from \$20.90 to \$31.35 per hour, depending on education, experience, and skills. Full benefits including enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System, medical insurance, annual leave, sick leave, partially subsidized housing, moving expense assistance and other benefits as may be negotiated with the City Manager and standard City of Saint Paul benefits per City ordinance.

RELOCATION AND HOUSING:

A relocation allowance will be provided. Airfare to Saint Paul Island will be provided. Housing accommodations will be made available. Rent is \$750.00 per month plus utilities (electric, water, sewer, refuse, home heating fuel and taxes).

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact hr@stpaulak.com or at www.stpaulak.com.

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