



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 heavy equipment and vehicles and performs necessary repairs, including preventive maintenance.

This position works under the direct supervision of the Public Works Director or designee and may take functional direction from the Public Works Administrative Assistant. 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 diagnose heavy equipment and vehicle defects; perform necessary repairs and/or identify replacement parts.
2. Maintain repair work orders.
3. Monitor and perform preventive maintenance on heavy equipment and vehicles.
4. Install special accessories and equipment.
5. Conduct safety inspections on heavy equipment and vehicles.
6. Operate heavy equipment and vehicles to move them about maintenance area.
7. Operate small hand and power tools and machines.
8. Move, load, and unload supplies, materials, tools, and equipment.
9. Maintain, secure, and ensure the safety, cleanliness and up-keep of all work areas, equipment, and tools in Motor Pool.
10. Inform heavy equipment and vehicle operators of changes and repairs.
11. Obtains price quotes for parts, tools and other supplies and equipment.
12. Participate in meetings as requested.
13. Perform other duties as assigned by the Public Works Director or designee.

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 certification in diesel/heavy equipment and/or vehicle technology.
5. Automotive Service Excellence (ASE) Certification preferred.



6. At least five (5) years of professional hands-on experience as an automotive and/or heavy equipment mechanic.
7. 40-Hour HAZWOPER, or ability to obtain within one (1) year of hire.
8. 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.
9. Must have independent initiative.
10. Must be a team player.
11. Ability to communicate effectively with City personnel, the public and external contacts, whether on the telephone or in person.
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 have own basic tools to work on heavy equipment and vehicles.
16. 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.
17. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

WAGE AND BENEFITS:

The salary for this position ranges from \$23.88 to \$35.83 per hour, depending on education, experience, and skills. 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 \$500.00 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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