

Memo

To: All Employees
From: Donna Peek, HR Director
Date: 8/8/19
Re: Position(s) Available Application deadline: Friday, August 30th, 2019

The City of Danville has a full-time position available:

Equipment manager (Mechanic)

Position Purpose and Objectives:

Under general supervision, serves at the direction of the Public Works Director, Asst. Public Works Director and/or City Engineer; may provide administrative and technical assistance to the Public Works Director, oversees the repair of all city vehicles and equipment as needed; oversees vehicle and equipment; record keeping; updating the current filing and record keeping system for repairs, etc. maintaining work orders; and performs other duties as assigned or required.

Essential duties and responsibilities:

Duties consist of repairing all city vehicles as needed as well as equipment, record keeping of repairs, updating the current filing and record keeping system, maintaining work orders, and other related work that may be required.

May assist the Public Works Director in overseeing the capital improvements plan for public service equipment.

Performs maintenance and clean-up on vehicles, equipment and tools.

Must have knowledge of operation and be able to make repairs on heavy equipment

Must have knowledge of operation and be able to make repairs on diesel engines

Develops a preventative maintenance program to prolong the life of equipment and facilities.

Must be able to come to work promptly and regularly

Must be able to work scheduled hours as required

Must be able to take direction and work well with others

Must be able to work under the stress of deadlines

Must be able to concentrate and perform accurately

Must be able to react to change productively and to handle other tasks as assigned

Capability of driving trucks both large and small

Cleaning vehicles and equipment

Using heavy equipment

Must have the ability to drive with a valid driver's license

Ability to follow oral and written instructions

Ability to communicate clearly with supervisors, fellow workers and the public

Ability to perform heavy manual labor for long periods of time
Ability to read and write
Ability to walk and climb up and down ladders and over rough and irregular ground surfaces
High level of multi-tasking
Must have good communication skills
Must be able to stand or sit, walk, bend perform repetitive movements for long periods of time
Ability to lift heavy objects
Ability to make required repairs and adjustment to equipment
Performs other work as required

Desired Qualifications:

Working knowledge of use and care of ground maintenance equipment
Working knowledge of grounds maintenance processes and procedures
Working knowledge of the geography of the City of Danville
Working knowledge of operation of light and heavy trucks and heavy equipment
Knowledge of effective vehicular, construction and equipment operation and maintenance
Must be able to hear auditory signals
Ability to make independent judgments and decisions
Prior job experience in a related field

Minimum Qualifications:

Completion of a standard high school curriculum (diploma) or GED. Any combination of education, training and experience, which provides the required knowledge, skills and ability, is preferred. Must possess a valid Ky. Drivers license. No criminal record acceptable for this position.

Other duties and responsibilities:

Daily contact requiring courtesy, discretion and sound judgment
Other duties may be assigned as needed within the City of Danville

Overtime Provision: Non-exempt

Physical demands and work environment:

The City does not discriminate in its employment practices on the basis of race, color, religion, sex, national origin, age, disability or other protected classification.

The physical demands 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 provided for qualified individuals with disabilities in order to enable such individuals to perform the essential requirements of the job.

While performing the duties of this job, the employee is frequently required to stand, talk, hear and walk with constant use of hands, fingers, arms and legs performing repetitive motions constantly.

The employee must frequently lift and/or move up to 75 lbs. Specific vision abilities required by this job include close vision, long range vision and the ability to adjust focus.

The noise level in the work environment varies.

General statement:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

If you are interested in applying for this position, contact Human Resources at City Hall, 238-1200 for an application. You can also download an application from our website: www.danvilleky.gov and click on the job opportunities link.

Donna Peek, City Hall 859-238-1200, EXT 2410 – dpeek@danvilleky.gov

All applicants will be required to pass a written test, skills test and submit to a background check.

DEADLINE: Friday, August 2019