



## City of Prairie Village Job Description

**Title:** Mechanic  
**Department:** Public Works  
**Salary Level:**  
**Reports To:** Head Mechanic/Crew Leader  
**Range of Supervision:** 0  
**FLSA Status:** Non-Exempt  
**EEO Code:** 7 – Skilled Craft Workers

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### **Nature of Work:**

The Mechanic performs work of skilled difficulty in repair and service of cars, trucks, snow & salting equipment, small engine equipment construction equipment, machinery and other powered tools according to Public Works practices.

### **Primary Duties:**

- Ability to inspect, evaluate and determine mechanical problems with various Public Works equipment.
- Makes recommendations for general maintenance and repair of City equipment and vehicles.
- Prepares new vehicles and equipment for operation by installing various devices such as radios, safety equipment, and lights.
- Performs torch cutting and welding.
- Performs simple blacksmithing in forming and bending of steel.
- Operates computer for entry of shop activities in fleet management software.
- May be responsible for supervision of others or be required to work alone.
- Practices accepted safety and preventative maintenance procedures at all times.
- Other duties as assigned by Public Works management.

### **Required Knowledge, Skills, and Abilities:**

- Demonstrate skilled ability in automotive and equipment repairs and maintenance.
- Knowledge, understanding, and ability to follow City policies, practices and safety procedures.
- Must be able to work in various weather conditions and physically perform the basic job abilities required in Public Works.
- Ability to deal tactfully with vendors, the public and other employees.

### **Minimum Qualifications:**

- Minimum of two years automotive shop experience or one year of automotive technical training.
- High School Diploma, GED or equivalent work experience.
- Ability to speak, write and understand English language.
- Valid CDL Class B license with tanker and air brake endorsement if preferred, not not required at time of hire

## General Aptitudes and Physical Requirements

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have this position must be able to perform all essential functions unaided or with reasonable accommodation.

### *I. Mental Abilities*

General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions.
- ☒ Ability to make decisions in accordance with established procedures and policies.
- ☐ Not essential to job function.

### *II. Verbal Abilities*

Ability to understand meanings of words and ideas associated with them to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

#### *A. Speaking/Talking*

- ☒ Answering telephone, radio, or switchboard.
- ☒ Communicating with City officials.
- ☒ Communicating with general public.
- ☒ Communicating with vendors.
- ☒ Communicating with supervisors and/or with other employees.
- ☒ Communicating with others in Public Works Operations
- ☐ Not essential to job function.

#### *B. Hearing/Listening*

- ☒ For communication with City officials, public, vendors, supervisors, and/or other employees.
- ☐ Not essential to job function.

#### *C. Reading (ability to read and understand text)*

- ☒ Essential to job function.
- ☐ Not essential to job function.

### *III. Numerical*

Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to perform accurate two-digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine, or measurement device.
- ☐ Not essential to job function.

### *IV. Spatial Abilities*

Ability to comprehend forms in space and understand relationships of plan and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently

described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential to job function.  
☐ Not essential to job function.

V. *Motor Coordination*

Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

A. *Manual Dexterity*

Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- ☒ Use telephone.  
☐ Use switchboard.  
☒ Use radio/console.  
☒ Use a calculator.  
☒ Use a copy machine.  
☒ Use a fax machine.  
☒ Manipulate computer keyboard and mouse.  
☐ Use postage machine.  
☒ Use hand tools.  
☒ Use power tools.  
☒ Other: Use of construction equipment  
☐ Not essential to job function.

B. *Finger Dexterity*

Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function.  
☐ Not essential to job function.

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. *Physical Demands*

A. *Strength*

The quality, state, or property of being strong. The power to withstand strain, force, or stress.

Ability to manipulate materials and/or equipment (lbs)							Frequency		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>						X	X		
<b>Push/Pull</b>						X		X	
<b>Hold/Carry</b>						X	X		

Manipulation done from (check all that apply):

- ☒ ground to waist   ☒ waist level   ☒ waist to shoulder   ☒ above shoulder

Not essential to job function (check all that apply):

- ☐ Lift   ☐ Push/Pull   ☐ Hold/Carry

**B. Climbing**

To move up or mount by using the hands or feet.

☒ Essential to job function.

☐ Not essential to job function.

**C. Ability to Stand, Sit, Walk, and Run:**

Duration (hours/day)									
	0-1	1-3	3-5	5-7	7-9	9+	Occasionally	Frequently	Continuously
<b>Stand</b>				X				X	
<b>Sit</b>				X			X		
<b>Walk</b>			X					X	
<b>Run</b>	X						X		

If walking or running, over what type of terrain (check all that apply):

☐ Flat

☐ Rough

☒ Both

Not essential to job function (check all that apply):

☐ Stand

☐ Sit

☐ Walk

☒ Run

**D. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

☐ 0-5x

☐ 5-20x

☒ 20-50x

☐ 50+x

☐ Other \_\_\_\_\_

☐ Not essential to job function

**E. Reaching, Handling, Fingering, and or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold, or operate with the hands.

**Daily Amounts**

☐ 0-5x

☐ 5-20x

☒ 20-50x

☐ 50+x

☐ Other \_\_\_\_\_

☐ Not essential to job function

**F. Seeing**

To perceive or comprehend by the sense of sight.

☒ Peripheral vision.

☒ Night vision.

☒ Focus (distinctness or clarity).

☒ Color perception (discriminate between colors).

☒ Depth perception (discriminate distance relationship between objects).

**VII. Driving**

The ability to transfer or convey in a vehicle.

**Transmission****Standard****Automatic****Multi-Gears**

Car

☐
☒
☐

Van

☐
☒
☐

Small Truck

☐
☒
☐

Medium Truck

☐
☒
☐

Large Truck

☐
☒
☐

Truck w/ Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list)			

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*Review and Recommended by:*

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

*Approved by:*

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date