



# City of Tempe

## PARKS AND GOLF MECHANIC

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	146	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Equipment Mechanic
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from higher supervisory or management staff.
Exercises technical and functional supervision over lower level maintenance staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience in the repair and maintenance of small gasoline engines.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Training in repair and maintenance of small gasoline engines is preferred.
<i>License / Certification:</i>	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To perform skilled maintenance and repair of park-related tools and equipment including mowers, edgers, power saws, trimmers and blowers.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Maintain, troubleshoot and repair a variety of park related equipment including mowers, weeding machines, chain saws, blowers, fertilizer and spraying.
- Inspect, diagnose, and locate mechanical malfunctions; overhaul engines; replace or repair faulty parts including bearings, gaskets, belts, gears and blades.
- Tune up engines, replacing ignition parts and cleaning and adjusting carburetor and governors.
- Remove and install transmissions, fuel pumps, clutches, drive shafts, carburetors and engines.
- Repair and replace parts related to electrical, steering, brake and exhaust systems.
- Weld, fabricate and assemble parts and equipment for City Park maintenance equipment.
- Sharpen and replace reels, flails, cutters and mower bars, repair and replace worn or ruptured tires and wheels.
- Purchase parks equipment maintenance parts and materials as required; maintain assigned inventory and related records.
- Train and assist other maintenance staff in the operation of park maintenance equipment and in the performance of preventive maintenance and minor mechanical repairs as required.
- Ensure work is at “Level A” preventive maintenance standard.
- Initiate or assist crew with procurement of materials, supplies and equipment; reconcile procurement card monthly; code invoice for payment processing.
- Maintain work, time, and material records.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe’s competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 15, 1988*

*Reviewed March 1995*

*Revised October 1999 (Supervisor title change)*

*Revised November 2001 (range adjustment)*

*Revised July 2007 (Update job title and job duties)*

*Revised January 2017 (Add physical/mental activities)*

*Revised March 2019 (PW Reorg – moved to Community Services)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Parks and Golf Mechanic**

**Job Code: 146**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*		X		
Power Tools*				X
Hand Tools*				X
Personal Protective Equipment*	X			
Computer Software		X		
Fumes			X	
Chemicals			X	

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water		X		
Extreme Heat			X	
Extreme Cold			X	
Office Setting		X		
Confined Spaces	X			
Excessive Noise**			X	
Heights		X		
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit		X		
Stationary / Stand			X	
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)		X
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs	X	X	76-100lbs	X	X

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> <li>- May require working extended hours.</li> <li>- May work alone for extended periods of time.</li> </ul>

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**