

**POSITION DESCRIPTION  
CITY OF MUNCIE, INDIANA  
SANITARY DISTRICT**

**POSITION:** Vehicle/Heavy Equipment Mechanic  
**DEPARTMENT:** Sewer Maintenance  
**WORK SCHEDULE:** 7:00 a.m. – 3:00 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades, Crafts)

**DATE WRITTEN:** July 2014  
**DATE REVISED:**

**STATUS:** Part Time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. City of Muncie Sanitary District provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Vehicle/Heavy Equipment Mechanic for the Muncie Sanitary District Sewer Maintenance Department, responsible for providing assistance in maintenance and repair of vehicles, heavy equipment, and machinery within the Sanitary District.

**DUTIES:**

Assists in inspecting, troubleshooting, and repairing vehicles, trucks, heavy equipment, and specialized equipment within the Sanitary District.

Disassembles/reassembles or overhauls gasoline and diesel engines, CNG equipment, pumps, power units, differentials, transmissions, and/or various equipment as directed.

Performs data entry of records and various tasks on appropriate computer system.

Operates various hand and/or power tools in performance of duties, including, but not limited to, hammer, screw drivers, air compressor and nozzle, and ratchet.

Operates various machinery and/or equipment in performance of duties, including, but not limited to, fork lift, manlift, belt sander, grinder and drill press.

Performs related duties as assigned.

**SKILLS AND KNOWLEDGE:**

High school diploma or GED. Must completed two (2) years of post-high school training in public or private trade school, technical institute, community or four-year college, or minimum of five (5) years experience in automobile, truck and heavy equipment.

CNG (Compressed Natural Gas) certified.

Must be at least 18 years of age.

Knowledge of standard practices and procedures involving various types of machine and equipment repair.

Working knowledge of standard English grammar, spelling and punctuation, and ability to comprehend and enter data appropriately.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to follow policies and procedures and legal requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Ability to follow policies and procedures and legal requirements, and ability to apply such knowledge to interrelated processes, tasks, and skills.

Ability to utilize computerized programs and related software as required.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects, and perform arithmetic calculations. .

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Possession of a valid Indiana driver's license, a class "B" Commercial Driver's License is required and a demonstrated safe driving record.

### **RESPONSIBILITY:**

Incumbent performs mechanical duties according to service needs of the District. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. Care and skill is required to protect vehicles, equipment and tools. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

Incumbent reports directly to Sewer Maintenance/Engineering Director.

**PHYSICAL EFFORT:**

Incumbent performs duties which require moderate physical exertion, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, handling/grasping objects, and hearing sounds/communications.

**WORKING CONDITIONS:**

Incumbent performs duties in a garage/shop and/or outdoors, involving working in extreme temperatures, near chemicals, fumes, odors, dust and dirt, high places, and in cramped/awkward areas. Incumbent must wear protective clothing, and safety precautions must be utilized to prevent injury to self and others. Incumbent occasionally works extended hours, weekend, and/or evening hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Vehicle/Heavy Equipment Mechanic for the Sewer Maintenance Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name