

**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
DAVE REVISED: November 2019

STATUS: Full-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 have 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 of experience in automobile, truck, and heavy equipment.

CNG (Compressed Natural Gas) certified. Must be at least 18 years of age.

Possession of a valid Indiana driver's license, commercial driver's license (CDL Class B with passage of air brake test), and a demonstrated safe driving record.

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

Ability to meet all hiring requirements, including passage of a drug test and medical exam. Incumbent may be subject to random drug screenings if hired.

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. Ability to occasionally work extended hours, evening and/or weekends.

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 Superintendent.

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

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave?

May we contact your current employer? Yes: No: If no, please explain why:

! Previous employer: _____
Address: _____ City/state/zip: _____
Phone: _____ Dates employed: _____
Job title: _____
Beginning salary: _____ per: _____ Ending salary: _____ per: _____
Supervisor _____ Title: _____
Work phone: _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact your current employer? Yes: No: If no, please explain why:

! Previous employer: _____
Address: _____ City/state/zip: _____
Phone: _____ Dates employed: _____
Job title: _____
Beginning salary: _____ per: _____ Ending salary: _____ per: _____
Supervisor _____ Title: _____
Work phone: _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact your current employer? Yes: No: If no, please explain why:

! Previous employer: _____
Address: _____ City/state/zip: _____
Phone: _____ Dates employed: _____
Job title: _____
Beginning salary: _____ per: _____ Ending salary: _____ per: _____
Supervisor _____ Title: _____
Work phone: _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact your current employer? Yes: No: If no, please explain why:

→ *If you had additional employers within the last five years, attach additional pages as needed.*

List and explain periods of unemployment in the past five years:

From: _____ to _____ Reason:

From: _____ to _____ Reason:

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended: *Attach additional pages as needed.*

Name: _____

Address: _____ City/state/zip: _____

Diploma? Yes: No: GED? Yes: No:

Activities, awards: (You may exclude any which indicate race, color, religion, gender, age national origin, or disability.)

College(s) or Trade Schools(s) *Attach additional pages as needed.*

! Name: _____

Dates attended: _____ to: _____

Address: _____ City/state/zip: _____

Degrees(s): _____

Major/minor course(s) of study: _____

! Name: _____

Dates attended: _____ to: _____

Address: _____ City/state/zip: _____

Degrees(s): _____

Major/minor course(s) of study: _____

Activities, awards: (You may exclude any which indicate race, color, religion, gender, age national origin, or disability.)

Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking:

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here and skip to the next section.

Military Branch	Dates of Service	Highest Rank Attained	Rank at Separation
_____	_____	_____	_____

Type of Discharge: _____

Citations/awards received: _____

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training: _____

CDL Class A: _____ CDL Class B: _____

Air Brake Endorsement: _____ Tanker Endorsement: _____ HAZMAT Endorsement: _____

Professional/special license(s) or certificate(s):

State	Issued by	Date Issued	Expiration	Type	License#
_____	_____	_____	_____	_____	_____

Have you had any license suspended, revoked or terminated? Yes: No: If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name	Address	Phone	Offices/Positions
_____	_____	_____	_____

Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes: No: If yes, please explain:

Have you ever been convicted of a felony? Yes: No: If yes, please explain:

List three references who are not related to you and are not former employers or supervisors who we are authorized to contact:

Name: _____ Phone: _____

Address: _____ City/state/zip: _____

Number of years known: _____

Name: _____ Phone: _____

Address: _____ City/state/zip: _____

Number of years known: _____

Name: _____ Phone: _____

Address: _____ City/state/zip: _____

Number of years known: _____

List any former employers or other individuals/organization we are **not** authorized to contact:

Are you currently required to register as a sex offender in this or any other jurisdiction?

Yes: No: If yes, please explain (including jurisdiction of registry):

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initial at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

! I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/ or psychological examination that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

! I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

! I understand and accept that if any information in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

! I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statement contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: _____

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant signature

Date