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Bristol Bay Borough

Job Description

PUBLIC WORKS MECHANIC

Department:	Public Works
Immediate Supervisor:	Public Works Director
Positions Supervised:	None
Step Classification:	H-P may be filled up to \$57.22 per hour or \$119,000 annually - DOE
Terms:	Permanent Full Time Position

OPEN UNTIL FILLED
First review of applicants in
two weeks on August 2nd.
Applications can be found
on the Borough's
website bbbak.us
Send to stibbetts@bbbak.us

Qualifications:

Must be 18 years of age or older. Pre-employment drug testing and a current Alaska driver's license are required. Five years' minimum mechanic experience. Ability to repair/maintain gas and diesel engines and equipment. Diesel Mechanic Certification and knowledge of diagnostic equipment preferred. Must be able to work independently with minimum supervision. Must be able to lift and/or move up to 100 pounds and work in confined spaces. Must have basic computer knowledge.

Responsibilities:

Performs maintenance on all Borough equipment with special emphasis on emergency vehicles. Implementation of Borough-wide vehicle and equipment maintenance.

Duties and Tasks Performed:

- Service and repair transportation vehicles including; police, fire/emergency services, utility, and administrative vehicles.
- Service and repair diesel equipment including; dump trucks, forklifts, loaders, graders, dozers, and backhoes
- Performs realignment and diagnostic procedures on vehicles
- Winterizes all equipment i.e. changes out tires on all vehicles twice yearly
- Fills out equipment maintenance reports
- Submits parts/equipment requisitions to administration
- Keeps track of parts room stock inventory
- Responsible for keeping maintenance area safe and organized
- Assists with Port equipment repairs as needed
- Operates equipment if necessary
- Run a computer bases maintenance log

- May be asked to address equipment in “any and all departments, as needed”
- Must be able to work with all other Borough Mechanics and/or contracted mechanics as needed
- Responsible for keeping maintenance area safe and organized.
- Assists with Port equipment as needed.
- Operates equipment if necessary.
- Other duties as assigned.

Acknowledgment

I understand the duties of my position as contained in this job description

Employee Signature

Date

This job description is accurate and has been reviewed with the employee

Supervisor Signature

Date

THE BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER