



# CITY OF BROOKSVILLE

## JOB DESCRIPTION

**POSITION TITLE: Mechanic**  
**DEPARTMENT: Public Works**  
**DIVISION: Fleet**  
**SUPERVISED BY: Lead Mechanic/Welder**

**JOB SUMMARY/OVERVIEW OF THE POSITION:** As a City Mechanic, you will be at the forefront of ensuring the functionality, safety, and longevity of our city's vehicles, equipment, and infrastructure. This multifaceted role combines the skills of a mechanic and a welder, making it essential for the upkeep and maintenance of our diverse fleet and infrastructure assets. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### **ESSENTIAL JOB FUNCTIONS:**

Under direct supervision, the Fleet Mechanic provides skilled mechanical work at the journeyman level in the repair and reconditioning of city vehicles and equipment including other types of specialized apparatus. Essential Functions: May include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:

#### **1. Mechanical Maintenance and Repair:**

- Perform routine inspections to identify mechanical issues in city vehicles, equipment, and infrastructure.
- Diagnose and troubleshoot mechanical problems in engines, transmissions, brakes, steering systems, and hydraulic systems.
- Conduct repairs and replacements of worn or damaged mechanical components.
- Execute preventative maintenance tasks to ensure the ongoing reliability of city assets.
- Performs welding and fabrication.

#### **2. Safety and Compliance:**

- Adhere to safety protocols and procedures to ensure safe operation of tools, equipment, and machinery.
- Maintain a clean and organized work environment to minimize hazards and risks.
- Stay updated on industry regulations and standards related to welding, fabrication, and mechanical repair to ensure compliance.

#### **3. Documentation and Reporting:**

- Keep detailed records of maintenance activities, repairs performed, parts used, and maintenance schedules.

- Generate reports on equipment status, maintenance needs, and repair timelines for management review.

#### 4. Team Collaboration:

- Work closely with other members of the maintenance team to coordinate repairs and share knowledge.
- Communicate effectively with supervisors, colleagues, and stakeholders to ensure alignment on priorities and tasks.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- **Mechanical Systems:** Understanding of vehicle and equipment mechanical systems, including engines, transmissions, brakes, steering systems, and hydraulic systems.
- **Safety Procedures:** Knowledge of safety protocols and procedures for working with tools, equipment, and machinery, as well as familiarity with relevant safety regulations and standards.
- **Technical Manuals:** Ability to read and interpret technical manuals, blueprints, schematics, and diagrams to guide maintenance, repair, and fabrication tasks.
- **Diagnostic Tools:** Familiarity with diagnostic tools and equipment used to troubleshoot mechanical issues and identify defects in vehicles and equipment.

#### Skills:

- **Mechanical Repair:** Proficient in diagnosing and repairing mechanical issues in vehicles, equipment, and infrastructure components.
- **Welding and Fabrication:** Skilled in welding and fabrication techniques to repair and fabricate components, ensuring structural integrity and longevity.
- **Problem Solving:** Ability to analyze problems, identify root causes, and develop effective solutions to resolve mechanical issues and welding challenges.
- **Attention to Detail:** Strong attention to detail in conducting inspections, performing repairs, and maintaining accurate records of maintenance activities.
- **Time Management:** Efficiently manage time and prioritize tasks to meet repair deadlines and maintenance schedules in a fast-paced environment.

#### Abilities:

- **Manual Dexterity:** Possessing excellent hand-eye coordination and manual dexterity to handle tools, equipment, and welding machinery with precision.
- **Adaptability:** Ability to adapt to changing priorities and work effectively in diverse conditions, including adverse weather and challenging work environments.
- **Collaboration:** Work collaboratively with team members, supervisors, and other departments to coordinate repairs, share knowledge, and achieve departmental objectives.
- **Communication:** Strong communication skills to effectively convey information, provide updates on repair progress, and collaborate with colleagues and stakeholders.
- **Continuous Learning:** Willingness to stay updated on new technologies, techniques, and industry best practices related to mechanical repair and welding to enhance skills and knowledge.

**PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs. Sufficient education to read and understand technical material and prepare

simple written reports and enter data electronically into the City's fleet management system.

**EDUCATION, TRAINING AND EXPERIENCE:**

- High School Diploma or GED required. Additional education preferred.
- Proven experience as a mechanic, preferably in a municipal or industrial environment.

**Licenses/Certifications:**

- Valid Florida Class E driver's license and satisfactory driving record required at the time of hire.
- Must possess a minimum of two A.S.E certifications or must obtain within 12 months of employment.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Non-Exempt**

**PAY GRADE: See current pay scale**