



CITY OF BROOKSVILLE

JOB DESCRIPTION

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

JOB SUMMARY/OVERVIEW OF THE POSITION: The Small Engine Mechanic performs skilled repair and maintenance of small engine-powered equipment (e.g., lawn mowers, pumps, chainsaws, weed eaters), as well as assigned vehicles such as pickups and related equipment. This position establishes and maintains preventive maintenance programs, keeps detailed repair records, and instructs staff in the proper use and care of equipment. Work requires considerable independent judgment with limited direct supervision. 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:

- Perform routine and major repairs on small gasoline-powered equipment.
- Conduct preventive maintenance (lubrication, oil changes, air filters, blade sharpening).
- Develop and maintain scheduled maintenance programs for small engines and vehicles.
- Diagnose and repair electrical systems, fuel systems, and hydraulic systems.
- Perform welding and fabrication as required for vehicle and equipment repair.
- Prepare and monitor gas/oil mixtures for assigned equipment.
- Safely test, charge, and replace batteries; winterize cooling systems.
- Identify spare parts requirements and maintain inventory controls.
- Schedule and coordinate repairs through supervisors and departments.
- Maintain a clean, organized, and safe work environment.
- Provide repair cost estimates and recommendations.
- Perform emergency repairs as needed.
- May sharpen reel mower blades and service mower hydraulics.
- Work overtime, alternate shifts, or respond to emergency call-outs when required.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Small engine systems (2-stroke, 4-stroke), components, and diagnostics.
- Repair and preventive maintenance practices for small engines and light vehicles.
- Electrical systems, ignition systems, fuel systems, and hydraulic equipment.
- Tools, diagnostic equipment, and repair manuals.
- Safety standards for equipment repair and hazardous material handling.

Skill in:

- Diagnosing and troubleshooting small engine and equipment issues.
- Using hand tools, power tools, and diagnostic equipment effectively and safely.
- Welding, fabrication, and precision mechanical work.
- Reading and interpreting schematics, maps, and technical manuals.

Ability to:

- Repair, assemble, and disassemble engines and equipment.
- Prioritize and manage multiple repair assignments.
- Communicate clearly and professionally with staff and supervisors.
- Maintain accurate maintenance and repair records.
- Lift and maneuver moderately heavy equipment and parts (up to 50 pounds).
- Provide excellent customer service and explain technical issues in simple terms.
- Adapt to evolving technologies and continue professional learning.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with or without corrective device), good hearing (with or without corrective device), ability to lift and load 75lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- High School Diploma or GED required.
- Considerable knowledge of equipment maintenance and repair, gained through formal training or on-the-job experience.
- Small engine technician certification or Master Service Technician certification preferred.

Licenses/Certifications:

- Valid Florida Class E driver’s license and satisfactory driving record required at the time of hire.

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