



City of Venice, Florida
Job Announcement No. 1779

Classification Title: Mechanic Helper

Department: Utilities

Division: Water Production

Pay Grade: (AFSCME) 119

FLSA Status: Non-Exempt

General Statement of Job

Assists Utility Mechanic with all types of maintenance and repairs to pumps, motors and all other machinery and equipment associated with utility operations.

City Expectations:

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Assists with preventive and corrective maintenance on utility equipment and vehicles.
2. Assists with testing and inspecting equipment to evaluate operating condition.
3. Performs cleaning and general maintenance of assigned facility, which may include painting, mowing, weeding and trimming.
4. Operates power tools and motorized equipment as assigned.
5. Transports supplies, tools, or other material to and from job site.
6. Completes assigned records and report forms required by the City accurately and legibly.

Responsibilities:

Responsible for the timely and accurate completion of work assignments following established safety practices. Responsible for personal safety and proper use/care/maintenance of tools/equipment used. Responsible in work to the Maintenance Supervisor.

Minimum Education and Training

High School graduate or equivalent and one (1) year of experience in mechanical repair work.

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledge of maintaining and repairing equipment associated with utility operations. Capable of making minor repairs to vehicles. Must be able to safely operate power tools and motorized equipment used in utility operations. Capable of sustaining regular and predictable attendance. Ability to understand and follow instructions including repair manuals and other directives on equipment being maintained. Awareness of occupational hazards and safety precautions. Ability to establish and maintain effective working relationships with supervisors, co-workers and the general public. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

Physical Requirements:

Ability to sit, stand, walk, climb, bend, stoop, reach, dig and lift up to 40 pounds. Physical exertion large part of job. Ability to work outside in all kinds of weather and for prolonged periods of time. Must have good eyesight and hearing with or without aids. Must possess excellent hand and eye coordination. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is primarily performed outdoors in all kinds of weather in locations that may be unsanitary and potentially hazardous. Must be available for emergencies, which can extend the normal work period if required.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

PLEASE NOTE: Any interested applicant must make written application (online at www.venicegov.com or in person) to the Administrative Department before 4:00 pm on the closing date, which is Monday, May 8, 2017.

**SALARY RANGE: \$28,779.71 - \$42,017.87 ANNUAL
 \$13.8364 - \$20.2009 HOURLY**

(Except as may be provided in Article 9 of the AFSCME Agreement for promotion, transfers, demotions, etc.)

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

The City of Venice is an Equal Opportunity Employer