



JOB TITLE	DATE
Maintenance/Mechanic	November 3, 2011
DEPARTMENT	COMPARABLE WORTH RATING
City Services	

REPORTS TO –City Services Director

SCOPE OF POSITION:

General Statement of Duties: Performs a variety of semi-skilled and skilled work in the general operations of the City’s ice Arena facility; performs maintenance and operations of buildings, grounds and parks. Reassignment of duties within the job description occurs depending on the demand of the job, the activities of the Arena, time of the year, and general Parks and Recreation demands. Repair and maintain vehicles and equipment used for the care of the recreational facilities within the City of Hibbing.

Supervision Received: City Services Director, Maintenance Lead Person

Working Environment: Indoor, outdoor, varying temperatures; handle cleaning solvents, chemicals, paint material Handle fuels, lubricants, welding supplies acetylene torch, hand and power tools.

Supervision Exercised: None.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the City Services Director:

- Maintain in good functioning order, all mechanical equipment and machinery.
- Discuss and verify with the Manager the day to day, weekly, and monthly equipment and vehicle maintenance functions.
- Establish a work schedule for meeting the equipment vehicle requirements of the City Services Department.
- Direct and perform the care and maintenance of all parts of buildings and grounds.
- Investigate and repair all breakdowns of mechanical equipment. May receive outside assistance of outside contractors as required.
- Plan with manager a preventative maintenance program.
- Repair and maintain fans, faucets, sinks, toilets, water and steamlines. Perform general plumbing as required such as install sinks, repair faucets, maintenance of steam lines.
- Provide skill as mechanical repair service in maintenance of Zamboni and electrical circuits, motors and controls and lighting fixtures.



- Keep manager informed of all important matters.
- Keep daily records of all maintenance work completed.
- Maintains grounds, facilities, ice rink and related areas.
- Performs routine janitorial tasks to include: sweeping, vacuuming, mopping, trash, etc. Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, lights, etc.
- Assist with all maintenance including performing maintenance on buildings, structures, and playground equipment as needed.
- May work with Maintenance Lead Person to ensure softball, baseball and soccer fields are prepared and maintained based on scheduled activities.
- Set up various areas for events as required.
- Handle public inquiries and questions in a tactful and courteous manner. Assist public and all parties in using the facilities.
- Works cooperatively and participates with co-workers to create a positive work place environment.
- Perform various duties and assume other responsibilities as assigned by the Director.

KNOWLEDGE, SKILLS, ABILITIES:

- Make general repairs to city building and equipment involving knowledge of mechanical and plumbing principles.
- Exercise considerable judgement in selecting and using materials and equipment in maintenance work.
- Attention and care required to prevent damage to machines and light mobile equipment
- Responsible for performing assigned maintenance work and operate machinery including plumbing and electrical work as directed by the manager.
- Ability to operate Fork Lift.
- Ability to read and understand MSDS sheets.
- Basic carpentry skills preferred.
- Understand and follow safety rules and procedures.
- Ability to use hand tools and operate motorized equipment and utility vehicles.
- Perform other maintenance functions as directed.
- Moderate physical exertion; handle medium-sized tools. Ability to lift up to 55 pounds.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Class 'B' Drivers License with Tanker Endorsement
- Three years of experience in general maintenance and welding.
- Two (2) years of accredited schooling in Automotive, Diesel, or small engine repair with welding proficiency.
- Fork lift certification.



REVIEWED AND APPROVED BY:

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Staff Representative – AFSCME

A handwritten date "4/10/13" in blue ink.

Date

A handwritten signature in blue ink, appearing to read "Sam G...".

City of Hibbing – Administrator

A handwritten date "4-10-13" in blue ink.

Date