



JOB TITLE: Equipment Mechanic

CLASSIFICATION: Non-Exempt FT

SALARY RANGE: \$18.27-\$21.63 hourly (\$38,000-\$45,000)
Salary adjustments are determined by the Board of Park Commissioners.
Standard benefits of the District are provided.

LOCATION:	Hillcrest Golf Course	Jamestown Parks and Recreation
	Maintenance Shop	Maintenance Shop
	2008 3 rd St SE	1004 3 rd Ave SE
	Jamestown, ND 58401	Jamestown, ND 58401

SUPERVISOR: Hillcrest Golf Course Superintendent

JOB SUMMARY: Essential functions include but are not limited to: correctly diagnosis and repair of diesel- and gas-powered equipment, keeping accurate maintenance records, maintaining a successful preventative program, knowledge and ability to repair hydraulic systems and electrical systems, ability to weld and fabricate as necessary, basic equipment operation, some grounds work when necessary, parts ordering and painting.

RESPONSIBILITY/ACCOUNTABILITY: The Equipment Mechanic will be responsible for the day-to-day maintenance required by Jamestown Parks and Recreation district equipment. Equipment ranges from string trimmers and push mowers, to diesel- and gas-powered large area mowers, utility tractors, and motor vehicles.

DUTIES/TASKS:

- Maintain all equipment and vehicles to manufacturer's specifications
- Troubleshoot and repair all equipment
- Schedule all outside work to be performed on equipment that is not repaired on property
- Maintain accurate, up-to-date and complete records on all equipment
- Instruct crew how to safely operate and properly maintain equipment
- Maintain fuel, oil, equipment and parts inventories
- Maintain a high level of quality of cut at all times; including reel grinding
- Maintain a safe, clean and organized shop and work environment at all times
- Check that all equipment is operating properly at all times and that machines do not have any worn parts or hydraulic hoses
- Schedule all necessary maintenance around mowing schedules and equipment usage
- Prioritize all equipment maintenance and repair

- Communicate with management to ensure all equipment is safe to use and available for daily and weekly tasks
- Perform equipment evaluations
- Perform, recommend and assist Golf Course Superintendent/Parks Maintenance Foreman in equipment evaluations to determine equipment replacements

QUALIFICATIONS:

- 1-3 years of experience as a Mechanic
- Must be well organized, motivated, a self-starter and able to work in a face paced, high energy environment
- Must have a good attitude and be able to work well with others
- Ability to safely perform all duties
- Working knowledge of small and large engines, reel and rotary mowers, hydraulics, electrical systems, diesel engines, automobiles and welding
- Ability to schedule and organize maintenance work to achieve the most efficient utilization of equipment with staff
- Must be able to lift at least 50 lbs
- Ability to work weekends and overtime as needed
- Possess a valid driver's license

The above duties and tasks are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks as they may change or be adjusted as situations require.