



CLASS TITLE | SMALL ENGINE MECHANIC I

PAY GRADE: LT-18| www.cityoftulsa.org/pay

Class Code: 7516

Effective Date : 03/22/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled work in the maintenance and repair of small gasoline, diesel engine driven equipment, automotive equipment and other related assigned duties.

ESSENTIAL TASKS:

- Maintains and repairs small engines, such as lawn mowers, tractors, water pumps, generators, compressors, trailers, rototillers, weed-eaters, ATVs and a variety of equipment, usually four cylinders or less
- Operates gas and electric welding equipment (some positions), grinders, drill presses and other specialized tools common to automotive, small engine repairs and occasionally works on heavy equipment
- Repairs tires, sharpens blades and provides general maintenance support for a variety of tools and equipment used in construction and grounds maintenance
- Keeps and maintains records and equipment inventory, orders parts as needed, track equipment, maintains periodic maintenance schedule and maintains check out lists Acts occasionally as lead of others assigned to specific tasks and compiles work schedules and writes work reports
- Writes specifications for non-capital and capital equipment
- Operates a variety of medium automotive equipment
- Monitors, troubleshoots and repairs/replaces hydraulic and electrical systems
- Makes minor carpentry repairs to facilities and fences
- Must report to work on a regular timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent of training and experience per Personnel Policies and procedures, Section 100:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED): **and**
- (b) Three (3) years of experience in the maintenance of specialized small engine and automotive equipment.

Knowledge, Abilities, and Skills:

Knowledge of

- Good knowledge of the operating principles and mechanics of two and four cycle engines
- Good knowledge of specialized maintenance required for small gasoline and diesel driven equipment
- Good knowledge of the practical use of tools designed for automotive and mechanical repairs

Ability to:

- Maintain written records
- Courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.
- Work independently
- Break down complex repairs or procedures into individual steps
- Work in a hectic, rapidly changing environment with distractions and interruptions
- Read and comprehend vehicle maintenance and repair manuals
- Analyze safety of situations
- Work in an environment with loud noise levels



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- Operate various tools and equipment necessary for performing repairs

Skill in:

- Good oral and written communication skills.
- Good listening skills.
- Establishing work priorities
- Working cooperatively with others

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 50 pounds; occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent reaching, balancing, bending, kneeling, handling, feeling, talking, smelling and twisting; occasional crawling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; and,
- b) Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with applicable endorsements within 6 months of date of hire (some positions within this classification may require a "X" or "N" endorsement); and,
- c) Possession of a Class "B" CDL with an airbrake's endorsement (some positions)

WORKING ENVIRONMENT: Working environment is primarily indoors, occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, snake and insect bites, overhead power lines, compressed gases, and high noises; may be subject to overtime; and 24-hour standby.

EEO Code: N-07

Group: Labor and Trades

Series: Equipment and Plant Management