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# *Bristol Bay Borough*

## Job Description

### PUBLIC WORKS MECHANIC

<b>Department:</b>	<b>Public Works</b>
<b>Immediate Supervisor:</b>	<b>Public Works Director</b>
<b>Positions Supervised:</b>	<b>None</b>
<b>Step Classification:</b>	<b>H-P may be filled up to \$50.74 DOE</b>
<b>Terms:</b>	<b>Permanent Full Time Position</b>

**Posted 04/27/2022 by the  
Borough Clerks Office  
OPEN UNTIL 05/18/2022  
Applications can be found on the  
Borough's website [bbbak.us](http://bbbak.us)  
Send to [stibbetts@bbbak.us](mailto:stibbetts@bbbak.us)**

#### Qualifications:

Must be 18 years of age or older. Pre-employment drug testing and current Alaska driver's license required. Five years minimum mechanic experience. Ability to repair/maintain gas and diesel engines and equipment. Diesel Mechanic Certification and knowledge of diagnostic equipment preferred. Must be able to work independently with minimum supervision. Must be able to lift and/or move up to 100 pounds and work in confined spaces. Must have basic computer knowledge.

#### Responsibilities:

Performs maintenance on all Borough equipment with special emphasis on emergency vehicles.

#### Duties and Tasks Performed:

- Service and repair transportation vehicles including; police, fire/emergency services, utility, and administrative vehicles
- Service and repair diesel equipment including; dump trucks, fork lifts, loaders, graders, dozers and backhoes
- Performs realignment and diagnostic procedures on vehicles
- Winterizes all equipment i.e. changes out tires on all vehicles twice yearly
- Fills out equipment maintenance reports
- Submits parts/equipment requisitions to administration
- Keeps track of parts room stock inventory
- Responsible for keeping maintenance area safe and organized
- Assists with Port equipment repairs as needed
- Operates equipment if necessary
- Run a computer bases maintenance log
- May be asked to address equipment in "any and all departments, as needed"
- Must be able to work with all other Borough Mechanics and/or contracted mechanics as needed

- Responsible for keeping maintenance area safe and organized.
- Assists with Port equipment as needed.
- Operates equipment if necessary.
- Other duties as assigned.

### **Acknowledgement**

I understand the duties of my positions as contained in this job description

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Employee Signature

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Date

This job description is accurate and has been reviewed with the employee

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Supervisor Signature

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Date

**THE BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER**