



# *Bristol Bay Borough*

## **Job Description**

### **Public Works MECHANIC / Port Mechanic**

<b><u>Department:</u></b>	Public Works
<b><u>Immediate Supervisor:</u></b>	Lead Mechanic
<b><u>Positions Supervised:</u></b>	None
<b><u>Step Classification:</u></b>	H-L

**Posted 3/8/2023 by the  
Borough Clerks Office  
OPEN UNTIL FILLED  
Applications can be found  
on the Borough's website  
bbbak.us  
Send to  
stibbetts@bbbak.us  
&  
deputyclerk@bbbak.us**

#### **Qualifications**

Five years' prior experience as a mechanic, ability to work on gas as well as diesel engines. Certification for diesel engine repairs and diagnostic equipment preferred. Must be 18 years of age or older, undergo a criminal history check and pre-employment drug testing. Current Alaska driver's license required. Must frequently lift and/or move up to 80 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Preferred State of Alaska Basic Fire Fighter certification or higher.

#### **Responsibilities**

Performs maintenance on all Borough equipment. Has all seasonal port equipment maintained and repaired prior to seasonal start up. Winterizes all seasonal equipment. Performs maintenance on all Port equipment with special emphasis on Taylor Forklifts.

#### **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, cranes, fork-lifts, loaders, graders, dozers, backhoes.
- Performs realignment and diagnostic procedures on vehicles.
- Schedule routine maintenance for all vehicles.

- 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.
- Operates equipment if necessary.
- Performs other duties as assigned.
- Service and repair diesel equipment including; dump trucks, forklifts, loaders, cranes, dozers, excavators, and all other Port equipment.
- Winterizes all Port equipment.
- Responsible for keeping maintenance area safe, clean, and organized.
- Annual certification, first aid, CPR, Taylor maintenance, Linkbelt maintenance, Forklift, and crane certifications.
- Perform as a Firefighter when needed.
- Other duties as assigned.

## **ACKNOWLEDGMENT**

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

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Employee signature

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Date

The job description is accurate and has been reviewed with the employee.

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Supervisor signature

\_\_\_\_\_

Date