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# *Bristol Bay Borough*

## Job Description

### PUBLIC WORKS MECHANIC

<b>Department:</b>	Public Works
<b>Immediate Supervisor:</b>	Public Works Director
<b>Positions Supervised:</b>	None
<b>Step Classification:</b>	H-L
<b>Terms:</b>	Permanent Full Time Position

Posted 11/29/2021 by the  
Borough Clerk  
**OPEN UNTIL**  
**December 17<sup>th</sup>, 2021**  
Applications can be found on the  
Borough's website [bbbak.us](http://bbbak.us)  
Send to [jmatson@bbbak.us](mailto:jmatson@bbbak.us)

#### Qualifications:

Must be 19 years of age or older, a high school diploma or equivalent. Must hold a current Alaska Commercial Driver's License (CDL). Experience operating a variety of heavy equipment required; i.e. motor graders, loaders, dump trucks, dozers, backhoes etc. Must have minimum five years of mechanic experience. 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. Pre-employment drug testing is required.

#### 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/contractors as needed
- Other duties as assigned

### **Acknowledgement**

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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