

POSITION TITLE: MECHANICAL STOREKEEPER
DEPARTMENT: PUBLIC UTILITIES
DIVISION: ELECTRIC

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Superintendent/Assistant Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for maintenance and repair of City buildings, property and grounds and maintaining inventory.

JOB RESPONSIBILITIES

Operates trucks, back hoes, front end loaders and large dump trucks

Plants, prunes, and removes trees

Maintains and repairs equipment

Plows snow and spreads salt in winter, mows grass in summer

Delivers material to line crews

Maintain inventory control

Shipping and receiving of material

Performs building maintenance

Operates forklift

Cleans City-owned buildings and property

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk/hear, climb/balance, stoop, kneel, crouch/crawl, reach with hands and arms, and lift up to 50 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

- Ability to make minor carpentry and plumbing repairs
- Ability to repair minor plumbing, electrical and mechanical equipment
- Ability to operate hand tools, power tools, heavy equipment and trucks, fork lifts, mowers, weed eaters, snow plows, back hoes, and trenchers
- Must maintain a valid Class A CDL and have the ability to drive
- Must be able to operate a computer and various computer software programs

Administrative Skills

- Ability to analyze and resolve situations and problems
- Ability to organize work, and meet critical deadlines with a minimum of direction
- Ability to handle multiple priorities and projects

Cognitive Skills

- Ability to deal with a variety of concrete variables in

- situations where significant standardization exists
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to perform standard business arithmetic, including percentages and decimals

Communications Skills

- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to prepare clear and concise reports,

Interpersonal Skills

- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to arrive at constructive solutions while maintaining positive working relationships
- Ability to work alone or with a group.
- Ability to manage time in order to complete work on a timely basis.

DESCRIPTION OF WORKING CONDITIONS

Work is performed outdoors around moving objects and electrical hazards; incumbent typically works alone. Work is typically performed in a dusty environment. Work requires handling of heavy materials and equipment.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent; Class A CDL required; one to three years relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.