

VACANT POSITION
DEPARTMENT: PUBLIC WORKS
OBTAIN APPLICATION: <http://spaldingcounty.com/careers>
SUBMIT APPLICATION, PROOF OF EDUCATION
TO: employment@spaldingcounty.com or 119 E Solomon St, HR Office
CLOSING DATE: Position will remain open until filled

Job Title: Small Engine Mechanic (Position #2523)
Salary: Pay Grade PS15, Hiring Rate: \$45,760
Provisions of Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 6:30 am - 3:00 pm; Monday-Friday. Overtime Required

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or GED; supplemented by one to two years previous experience and/or training involving small engine repair, equipment maintenance/repair, grounds maintenance, basic welding/fabrication, and personal computer operations; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must possess and maintain a valid Georgia Drivers License. A Class B Commercial Drivers License (CDL) preferred, but not required. Must obtain and maintain a valid Georgia Pesticide Applicator's License. Must be a certified Correctional Officer. Must possess basic computer skills to access the internet, use work order software and use Microsoft Office Suite software.

GENERAL STATEMENT OF JOB: Under general supervision, supervises inmate work crew, performs general repair and preventative maintenance duties of County Parks and Recreation Department grounds and county public grounds, maintenance equipment, small equipment, and light tractor style equipment. Operates both light and heavy equipment to perform maintenance duties. Operates support equipment related to equipment and repairs. Assists in coordinating maintenance of department vehicles. Maintains records pertaining to parks small engine equipment. Functions in direct support of Parks Maintenance Supervisor and reports to the Parks & Grounds Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of light and heavy maintenance equipment and machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of up to one hundred pounds.

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Responsible for preventative maintenance program, repairs, and service of all small engine grounds maintenance equipment, light tractor-style equipment, and hand tools. Examines equipment damage to determine if damage is due to employee or inmate equipment abuse and reports the damage to supervisor.

Equipment repair responsibilities include hand equipment (weed eater, blowers, etc), generators, mowing equipment, tractors, utility vehicles, golf carts, skid loaders, pumps, etc., equipment mounted with engines, hand tools, etc.

Responsible for the operation and up-keep of support equipment utilized to maintain grounds equipment such as reel grinders, welders, equipment lifts and specialized tools.

Responsible for the accurate maintenance of hand tool and supply inventory and control for the department.

Responsible for the accurate record keeping of equipment manuals, service records, preventative maintenance schedules and safety manuals related to all grounds maintenance equipment and department vehicles using department computer system.

Responsible for the upkeep of parts inventory related to grounds maintenance equipment.

Responsible for the upkeep of the shop area.

Makes recommendations and assists with the specifications of equipment for purchase and lease.

Performs or supervises minor maintenance of department road vehicles such as changing alternators, tires, installing safety lights, hoses, brakes, belts, welding, installing tool boxes, tail lights etc. as needed. May review items to be

repaired and recommend where vehicles are repaired. Assists with scheduling of maintenance and repairs for department vehicles.

Assists with athletic field maintenance.

Assist with training staff in proper operations of all department equipment.

Assists with pavilion/facility setup and cleanup during weeknights and weekends.

Responsible for implementing computerized work orders, inventory, and maintenance records related to the departments fleet of grounds equipment and vehicles.

Evaluates safety and security of work area related to inmates.

Assists with large athletic tournaments; assists with County-wide special events and recreation program operations.

Assists with park maintenance operations.

Supervises inmate workers engaged in performing small-engine repair tasks.

Utilizes Internet resources to research and retrieve parts breakdowns, schematics, and other equipment information.

Performs welding, metalwork, and fabrication on equipment as needed.

Enters completed work orders into computerized work order software system.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

Performs work as needed during special events and county-wide emergency operations.

July 7, 2025
AD2523b