

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 335

GOLF CART MECHANIC

GENERAL

Technical and supervisory work maintaining golf carts. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Conducts the routine servicing, weekly maintaining and inspection of golf carts. Supervises semi-skilled assistant.
- Diagnosis electrical and mechanical systems and problems and assigns repairs to assistant.
- Performs major and minor repairs such as brakes, differentials and steering systems.
- Replaces or repairs and paints body parts.
- Maintains parts inventory, orders supplies and parts, and keeps records on maintenance, repairs and battery replacements.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of tools and equipment needed for major and minor repairs of Golf Carts.
- Knowledge of both light and heavy duty electrical system in regard to their role in the proper functioning of Golf Carts.
- Ability to diagnose defects and failures of Golf Carts.
- Ability to follow oral and written instructions.
- Ability to use a wide variety of hand tools.
- Ability to maintain records.
- Ability to lift and handle electric storage batteries.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Four (4) years experience in minor and major mechanical and electrical repairs.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Continuous standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/16

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 21/42

Location: Parks and Recreation Department

GERS: Regular: Regular Class