

JOB OPENING IN THE CITY OF DECATUR STREET DEPARTMENT MECHANIC FULL TIME

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Repairs all broken or damaged City tools, power equipment and vehicles.
2. Performs routine maintenance on all City tools, power equipment, and vehicles.
3. Completes all paperwork related to the routine maintenance of all tools, power equipment, and vehicles.
4. Communicates with the Street/Sanitation Supt in order to keep parts that are used frequently in stock.
5. Installs electronic equipment in City vehicles, as needed.
6. Builds police cars to include: installing all lights, center consoles, radios, wiring, and camera systems.
7. Operates snow control equipment in the removal of snow and application of salt to City streets and properties.
8. Receives and records quotes for new equipment and vehicles.
9. Performs general construction tasks and building maintenance of City-owned properties.
10. Performs other work in the workshop as directed by the Street/Sanitation Supt
11. Assists other departments, as needed.
12. Completes administrative duties to include: attending meetings, reviewing reports, completing various reports, approving invoices, answering inquiries, maintaining files and records, etc., as needed.
13. Maintains an effective communication process with the Street/Sanitation Supt.

APPLICATIONS ARE TO BE TURNED INTO THE CLERK-TREASURERS OFFICE AT CITY HALL BY 4/10/2026 at 4:00PM.