



**CITY OF SAND POINT**  
P.O. BOX 249 Sand Point, Alaska 99661  
PHONE: 907.383.2696 FAX: 907.383.2698  
[www.sandpointak.org](http://www.sandpointak.org)

# **EMPLOYMENT OPPORTUNITY**

**POSITION:** MECHANIC  
**STATUS:** FULL-TIME, PERMANENT  
**SALARY:** RANGE 21, \$20.75-\$30.48/hr., D.O.E + BENEFITS

## **GENERAL POSITION SUMMARY AND RESPONSIBILITIES**

Under the direction of the Public Works Director, the Mechanic is responsible for maintaining, diagnosing, and repairing a wide variety of vehicles and mechanical equipment used by the Public Works Department, including heavy equipment, trucks, snow plows, utility vehicles, and small engine tools. This position ensures that all equipment is safe, operational, and compliant with relevant regulations to support municipal operations and services.

## **REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS**

- High school diploma or GED required.
- Valid Driver's License and good driving record.
- ASE or EVT certification(s) preferred.
- Ability to work safely in confined spaces and under equipment and vehicles.
- Ability to lift 70 lbs.
- Willing to work outdoors in inclement weather.

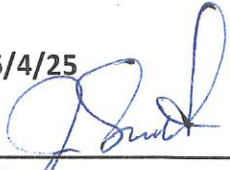
**Application Closing Date:** Open Until Filled  
**Submit application to:** City of Sand Point Office

**An application or complete job description is available at the City Office or can be requested by e-mail to [cityclerk@sandpointak.org](mailto:cityclerk@sandpointak.org).**

The City of Sand Point is an Equal Opportunity Employer.  
The City of Sand Point is a drug free workplace. All employees are required to take a mandatory drug test.

REPOSTED: 6/5/25

# City of Sand Point Job Description

Job Title:	Mechanic	Supervised by:	Public Works Director
Status:	Full-time, Hourly	Date Last Updated:	6/4/25
Minimum:	DOE	Approved:	 Mayor

## Job Summary:

The Mechanic is responsible for maintaining, diagnosing, and repairing a wide variety of vehicles and mechanical equipment used by the Public Works Department, including heavy equipment, trucks, snow plows, utility vehicles, and small engine tools. This position ensures that all equipment is safe, operational, and compliant with relevant regulations to support municipal operations and services.

## Essential Duties and Responsibilities:

- Inspect, diagnose, and perform preventive maintenance and repairs on gasoline, diesel, and alternative-fuel powered vehicles and equipment.
- Repair and maintain engines, transmissions, brakes, suspensions, hydraulic systems, and electrical systems.
- Perform road calls and emergency repairs on-site as needed.
- Maintain accurate records of maintenance, inspections, parts used, and repair history in the fleet management system.
- Conduct safety checks and ensure equipment meets local, state, and federal requirements.
- Operate diagnostic tools, welding equipment, hoists, and other tools used in the repair and maintenance of vehicles.
- Assist in snow removal operations by maintaining plows and sanders; may also operate equipment during emergencies.
- Provide input on equipment specifications and participate in inspections of new vehicles/equipment.
- Follow all safety procedures and participate in required training.

- Perform other related duties as assigned.

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**Qualifications:****Education and Experience:**

- High school diploma or GED required.
- Formal training or certification in automotive or diesel mechanics preferred.
- Minimum of 3 years' experience as a mechanic, preferably in a municipal, construction, or fleet environment.

**Licenses and Certifications:**

- Valid Alaska driver's license required.
- Commercial Driver's License (CDL) Class B preferred
- ASE or EVT certification(s) preferred.

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**Knowledge, Skills, and Abilities:**

- Thorough knowledge of the principles, methods, tools, and equipment used to maintain and repair automotive and heavy-duty equipment.
- Ability to read and interpret technical manuals, diagrams, and diagnostic tools.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and manage time effectively.
- Ability to respond to emergency calls outside of regular working hours.
- Physical ability to lift heavy objects, work in awkward positions, and operate in outdoor and adverse weather conditions.

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**Working Conditions:**

- Work is performed in a garage environment and outdoors under various weather conditions.
- Exposure to noise, dust, grease, fuels, and potentially hazardous substances.
- Regular lifting of equipment and tools up to 75 lbs.