

Addition 3/1/2010  
Revised 4/6/2009  
Addition 4/7/2008  
Revised 5/1/2000  
Addition 4/14/1996  
Revised 5/15/1995  
Effective 5/1/1993

City of Knoxville, Illinois

JOB DESCRIPTION FOR CITY MECHANIC

1. The Mechanic for Knoxville shall have the responsibility of mechanic duties on all City owned vehicles and equipment unless covered by warranty.
2. Inability to complete repairs should only be if appropriate tools are unavailable to complete job.
3. If unable to perform mechanical repairs, reasons must be reported to the GCSE/DEO\*\* as soon as possible.
4. Recommend to the GCSE/DEO any supplies, tools or equipment with a price over two-hundred dollars (\$500.00) and purchase same only if specifically authorized to do so.
5. Is able to perform all physical aspects of the job which includes:

- a) Physical Demand Level: Heavy Work—Exerting 60 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- b) The ability to exert one's self physically over long periods of time without getting winded or out of breath.
- c) The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- d) The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
- e) The ability to quickly and repeatedly bend, stretch, twist, or reach out with the body, arms, and/or legs.
- f) The ability to coordinate the movement of the arms, legs, and torso together in activities where the whole body is in motion.
- g) Performing physical activities that require moving one's whole body, such as in climbing, lifting, balance, walking stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.
- h) Running, maneuvering, navigating, or driving vehicles or mechanized equipment.

To abide by the Motor Vehicle Report and Drug & Alcohol Policy. (Added March 1, 2010)

\*\*GCSE/DEO means General City Supervisory Employee if there be one, otherwise Designated Elected Official.

Addition March 1, 2010  
Revised April 6, 2009  
Effective April 7, 2008  
Effective July 5, 1999  
Revised June 7, 2004

City of Knoxville

JOB DESCRIPTION FOR UTILITY EMPLOYEE

This employee shall be under the direction of the Street Department Superintendent, but will work for the Sanitation Department on Tuesdays. The remainder of the week will be as needed in other departments.

1. Must have a CDL license.
2. Be on call at times beyond the regular work week in case of an emergency in the department.
3. Practice safe work procedures regarding the entry of manholes, air supply, use of equipment, and tools, and personal clothing in relation to use of equipment.
4. Cooperate with other individuals with whom he/she works.
5. Assist with major projects and/or emergency situation in other departments when such projects or emergencies take priority over the work of the department and your supervisor authorizes you to assist in some other department.
6. Repair street surfaces.
7. Install and maintain traffic and related signs.
8. Clean and/or replace existing culverts as needed and install new culverts as authorized.
9. Remove snow from all streets and city owned parking lots.
10. Remove snow from cemetery drives as well as drives, walks and building entrances in Knoxville square if directed to do so by your supervisor.
11. Service and maintain equipment.
12. Any other duty as directed for the effective operation of the department and/or the City.
13. Wear orange vests when working in traffic areas.
14. Is able to perform all physical aspects of the job which includes:
  - a) Physical Demand Level: Very Heavy Work--exerting in excess of 60 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.
  - b) The ability to exert maximum muscle force to lift, push, pull, or carry objects.
  - c) The ability to use one's abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
  - d) The ability to exert one's self physically over long periods of time without getting winded or out of breath.
  - e) The ability to coordinate the movement of the arms, legs, and torso

together in activities where the whole body is in motion.

f) The ability to quickly and repeatedly bend, stretch, twist, or reach out with the body, arms, and/or legs.

g) The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.

h) Performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.

i) Running, maneuvering, navigating, or driving vehicles or mechanized equipment.

15. Maintenance and clean storm sewer system.

16. Digging and covering graves at the cemetery and Grace Lutheran Church cemetery.

17. Maintain graves at cemetery from October to April and any other duties that need to be done.

To abide by the Motor Vehicle Report and Drug & Alcohol Policy. (Added March 1, 2010)