



Position Description

Job Title	Lead Mechanic
Department	Public Works
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position performs preventative maintenance and repairs on Department equipment and machinery. Supervises and coordinates the work of employees in the maintenance of all fleet vehicles and equipment. Coordinates maintenance with other departments and outside providers, and performs all other street department maintenance duties as needed.

Supervision

Received	Street Superintendent
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Exercised	Supervises Mechanic(s)
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Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Prioritizes, schedules and supervises daily work and seasonal fleet maintenance; trains other mechanics and instructs on safety procedures; adjusts mechanic work schedules as necessary to accommodate weather changes and other demands; communicates with all other City departments as needed.
- Performs repairs of equipment; diagnoses issues; purchases parts; recommends replacement as needed.
- Performs preventative maintenance on equipment and machinery including inspections, oil changes, replacement of tires, brakes and worn parts, etc.

- Determines need for replacement parts and supplies; identifies preferred vendor; orders as needed; verifies correct product.
- Makes credit card purchases and/or forwards invoice for payment approval.
- Assists with purchase of larger equipment; discusses needs with supervisors; researches equipment; drafts specifications; contacts dealers/suppliers and references; tests equipment as appropriate.
- Performs metal fabrication as needed.
- Cleans and maintains shop and related equipment.
- Coordinates and monitors the work of outside vendors.
- Assists other departments as needed; e.g., in driving, maintenance, and operating all fleet equipment.
- Performs duties of the skilled operator as requested by Supervisor.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and technical school training in mechanics, welding and electrical repair, small engine and diesel repair coursework preferred, plus at least 5 years of experience in repair and operation of equipment and machinery, including operation of heavy equipment, plus supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • The maintenance and repair of vehicles and heavy equipment having diesel or gasoline engines. • Garage methods, shop practices, and the techniques, tools, and machinery used in vehicle and equipment maintenance and repair. • The use and operation of various types of specialized equipment.
Ability to	<ul style="list-style-type: none"> • Assign and supervise the work of others, including outside contractors. • Organize and prioritize workload and projects. • Assure that assigned crews perform work effectively and efficiently and that assigned projects are timely and properly completed. • Perform skilled maintenance and repair of diverse vehicles and equipment. • Utilize the proper equipment or vehicle manual in the maintenance and repair of equipment or vehicles and to read and interpret electrical wiring diagrams. • Cut, weld, grind, and fabricate parts as needed for repair assignments. • Prepare requisite service and activity records. • Employ precautionary measures and utilize safe work methods. • Recognize and avoid safety hazards. • Understand and follow oral and written instructions. • Work independently with minimal supervision. • Perform basic math functions. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.

Skill in	<ul style="list-style-type: none"> • The repair and maintenance of equipment and machinery.
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Necessary Special Requirements

Valid Wisconsin driver’s license; CDL within 6 months of hire, including endorsements for air brakes, tankers and 26001 lbs (BCDN). First Aid and CPR certification.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a garage setting and outdoors; hand-eye coordination is necessary to operate computers, tools and various pieces of construction equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb, balance, bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions, including extreme heat, cold, wetness and humidity; dim or bright lighting, dust, odors, noise, vibrations, smoke, toxic agents, electrical currents, heavy machinery, violence and disease.
- The employee must frequently lift and/or move in excess of 50 pounds.