



Position Description

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|---------------------------------|--------------|
| <b>Job Title</b>                | Mechanic     |
| <b>Department</b>               | Public Works |
| <b>Employment Status</b>        | Full time    |
| <b>Exempt/Non Exempt Status</b> | Nonexempt    |

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| <b>Scope of Work</b>  |  |
| This position performs preventative maintenance and repairs on Department equipment and machinery, coordinates maintenance with other departments and outside providers, and performs all other street department maintenance duties as needed. |  |
| <b>Supervision</b>  |  |
| <b>Received</b>   | Street Superintendent and/or Lead Mechanic |
| <b>Exercised</b>  | None                                       |

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| <b>Essential Job Functions:</b> 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.   |  |
| <ul style="list-style-type: none"> <li>• Performs repairs of equipment; diagnoses issues; purchases parts; recommends replacement as needed.</li> <li>• Performs preventative maintenance on equipment and machinery including inspections, oil changes, replacement of tires, brakes and worn parts, etc.</li> <li>• Communicate the need for replacement parts and supplies to Lead Mechanic; identifies preferred vendor; orders as needed; verifies correct product and forwards invoice for payment approval when Lead Mechanic is unavailable.</li> </ul> |  |

Prepared by: GovHR USA August 2015  
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- Assists with purchase of larger equipment; discusses needs with Lead Mechanic and supervisors; researches equipment; assists in drafting 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 and operating heavy equipment.
- Performs duties of the skilled operator, operator, and/or laborer 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 experience in repair and operation of equipment and machinery, including operation of heavy equipment; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

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|---------------------|--|
| <b>Knowledge of</b> | <ul style="list-style-type: none"> <li>• The maintenance and repair of vehicles and heavy equipment having diesel or gasoline engines.</li> <li>• Garage methods, shop practices, and the techniques, tools, and machinery used in vehicle and equipment maintenance and repair.</li> <li>• The use and operation of various types of specialized equipment.</li> </ul>  |
| <b>Ability to</b>   | <ul style="list-style-type: none"> <li>• Perform skilled maintenance and repair of diverse vehicles and equipment.</li> <li>• Utilize the proper equipment or vehicle manual in the maintenance and repair of equipment or vehicles and to read and interpret electrical wiring diagrams.</li> <li>• Cut, weld, grind, and fabricate parts as needed for repair assignments.</li> <li>• Prepare requisite service and activity records.</li> <li>• Employ precautionary measures and utilize safe work methods.</li> <li>• Recognize and avoid safety hazards.</li> <li>• Understand and follow oral and written instructions.</li> <li>• Work independently with minimal supervision.</li> <li>• Perform basic math functions.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers and the general public.</li> </ul> |
| <b>Skill in</b>     | <ul style="list-style-type: none"> <li>• The repair and maintenance of equipment and machinery.</li> </ul>   |

**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**

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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.