

***Job Description
City of Mequon***

<u>Title:</u> Mechanic	<u>FLSA:</u> Non-Exempt
<u>Date:</u> 2018	<u>Present Incumbent:</u>
<u>Department:</u> Public Works	<u>Division:</u> Equipment Maintenance
<u>Work Location:</u> Combined DPW Facility	
<u>Pay Grade:</u> 8	
<u>Represented:</u> No	<u>Bargaining Unit:</u> N/A
<p><u>Position's Purpose:</u> Repairs and overhauls automobiles, trucks and other equipment; does related work as required. An employee in this class is responsible for the efficient and safe repair of automobiles, trucks, fire equipment, police vehicles, and a variety of construction and maintenance equipment. Work is performed under the general supervision of the Fleet Superintendent and assignments and instructions are received orally or in the form of written orders outlining problems with respect to the operating conditions of equipment. Work is usually inspected while in progress and upon completion or by testing the operating condition of the equipment after the work is completed. Maybe assigned to a specific specialty repair discipline and take lead authority in that specialty.</p>	
<p>Description of the Job</p> <p>A. Essential Duties and Responsibilities:</p> <p><u>40%</u> Repairs and replaces electrical systems such as wires, starters, alternators, regulators and generators. Grease fittings, changes filters and oil. Follows all safety requirements, guidelines and rules during daily operations. Maintains repair records on computer system.</p> <p><u>40%</u> Repairs hydraulic equipment, tightens and/or replaces packings, seals, pumps and rams. Tunes cars, trucks, replaces worn plugs, points, rotors and wires. Checks and repairs drive train, universal joints, and tie rods. Winterizes all City-owned vehicles and equipment.</p> <p><u>10%</u> Makes service calls when machinery breaks down while in service. Maintains saws, generators, pumps, small engines and snow blowers. Repairs and replaces springs, shock absorbers, kingpins and other suspension mechanisms. Replaces, repairs and adjusts brakes, clutches, transmissions and differentials.</p> <p><u>10%</u> Does road tests to check work performed to assure that it is properly repaired. Operates diagnostic testing equipment. Tows equipment that cannot be repaired on the road. Rebuilds gasoline and diesel engines. Performs all position welding on construction equipment, buckets, snow plows, etc. Assists in snow removal operations as necessary. Does related work as required.</p>	

B. Job Specifications

Required Knowledge: Good knowledge of the standard methods, materials, tools and equipment of the automotive truck mechanic trade, good knowledge of the principles of operation of gasoline and diesel driven equipment and of mechanical repair methods applicable to heavy trucks and construction equipment; skill in the care and use of hand machine tools employed in automotive repair work, skill in operating painting and welding equipment; skill in locating and repairing defects in automotive equipment; ability to understand and follow oral and written instructions; mechanical aptitude; thoroughness; dependability.

Required Skills/Abilities:

Technical:

- Ability to operate computerized maintenance records system
- Ability to analyze and diagnose equipment and vehicle faults and direct cost effective, timely repairs
- Ability to lift and manipulate items
- Skill in operating tools and equipment
- Ability to perform basic mathematical functions (+,-,x,÷)
- Ability to read, understand and process routine information in written form
- Ability to exercise sound judgment

Communication/Interpersonal:

- Ability to coordinate the work efforts to satisfy a multitude of customers and priorities
- Ability to maintain effective working relationships

C. Qualifications Required:

Considerable experience in the servicing and repairing of automotive equipment; previous experience as a mechanic and completion of a standard high school course, supplemented by special training in automotive repair or related field; or any equivalent combination of experience and training which provide the required knowledge, skills and abilities.

Valid Wisconsin commercial drivers license Class B

D. Title of Immediate Supervisor: Fleet Superintendent

E. Working Conditions: Employee must work overtime as needed.

While performing the duties of this position, the employee is routinely required to stand, walk, sit, stoop, kneel, crouch, climb, bend, twist, and push and pull objects weighing up to 75 pounds. The employee is routinely required to operate equipment, and may occasionally be required to lift and carry objects weighing up to 50 pounds. The employee is sometimes required to have adequate stamina to exert him/herself over a period of time.

The work environment involves moderate risks or discomforts requiring special precautions i.e., working around moving parts or machines and under extreme outdoor weather conditions, and

with limited access to restroom facilities. The employee may be exposed to potentially hazardous materials, and is routinely exposed to medium levels of noise, and vibrations.

The employee is routinely expected to speak and hear conversation within both noisy and normal working environments. The employee frequently works with others to accomplish joint objectives or to work on his own tasks with others in the same vicinity. The employee sometimes has contact with the public and may be required to work extended hours.

F. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Human Resources Manager

Date: _____

Department Head or Designated Representative

Date: _____

Incumbent

Date: _____