

**PUBLIC WORKS MECHANIC
POSITION DESCRIPTION**

Statement of Duties:

The Public Works Mechanic is responsible for the general maintenance and repair of all assigned equipment and vehicles, the keeping of accurate maintenance records and the scheduling of maintenance or repair work. Periodically assists other Municipal Service Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by Municipal Services Superintendent and reports to the Public Works Foreman.

Examples of work (illustrative only):

Infrastructure Maintenance:

- Performs department functions and operations, including: Street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; and street sweeping.
- Performs full depth patching or pot hole filling requiring knowledge and use of equipment and materials for cement and asphalt.

Equipment Purchase, Operation, Maintenance and Repair:

- Performs all general repairs and maintenance on all department controlled equipment and vehicles. Keeps logs of maintenance performed.
- Ability to set priorities and schedule repair and preventive maintenance work.
- Knowledgeably operates all department controlled equipment and vehicles.
- Assist in the purchase of new equipment that meets needs and is obtained at a favorable price.
- Examples of tasks include: discuss equipment needs with supervisors and department heads, research equipment/products through supplier literature, draft specifications, determine cost and whether equipment meets specifications, contact dealers/suppliers, contact references to gather information on other organization's experience with the equipment and test equipment as appropriate.
- Operates back hoes, end loaders, dump trucks, cement cutters, street sweepers, power wash/jets and all other assigned equipment and vehicles.

Miscellaneous:

- Uses any or all safety equipment provided to complete assigned tasks.
- Responsible for maintaining safe and clean working conditions within the truck service area and adjacent areas.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any and all other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of maintenance and safe operation of vehicles used by Public Works Department.
- Knowledge of maintenance and safe operation of equipment used by Public Works Department.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- Ability to use small tools, including power tools.
- General knowledge in welding (rod and wire feed), cutting torches and brazing, and metal fabrication.
- Ability to repair all department controlled equipment and vehicles.
- High school diploma or equivalent and two years mechanic work experience are required.
- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, MUTCD, DWD and DOT.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working on equipment or vehicles that are in or could potentially start operation. Working on equipment or vehicles that are on stands or hoisted.

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. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the Public Works Mechanic does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

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Approved by Finance & Labor Relations Committee 2/05/2015