

City of Washburn - Job Description

<u>Position Title:</u>	Mechanic/Equipment Operator
<u>Department:</u>	Public Works Department
<u>Immediate Supervisor:</u>	Director of Public Works

General Statement:

This full time, 40 hour per week position within the Public Works Department is intended to provide for the repair and maintenance of trucks, snowplows, graders, and other equipment. This position does other related work as required. As such, the Mechanic operates one or more types of motorized equipment while performing repairs and maintenance as well as manual labor as required by the needs of the department and requirements of the City. The position will include emergency and non-emergency on-call assignments as necessary.

This position works closely with Department employees, administrative staff, and regulatory agencies in carrying out responsibilities of the Department. Must be a team player and maintain cooperative and positive relationships with all municipal departments. Must possess oral and written communications and above average problem-solving skills.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Washburn while performing the duties of the position.
- 2) Exceptional level of self-motivation is required for this position. Must have ability to be productive at all times and particularly when immediate supervisor is not available. Must have high level of common sense and ability to make judgment calls in absence of supervisor.
- 3) Daily tasks will be to maintain high level of readiness of all city owned equipment and supplies for the purpose of day-to-day operations.
 - Must be able to communicate with staff on use and maintenance of equipment, and to ensure an inventory of supplies and parts for all aspects of equipment and work-related materials.
 - Maintain shop area, tools, inventory in orderly and organized fashion.
 - Ensure safety items on equipment and tools are maintained.
 - Ensure staff complete safety checks and routine maintenance of equipment and tools, report misconduct to supervisor.
 - Schedule maintenance on vehicles and equipment with outside services as needed.
 - Maintain costs within budget.
- 4) Be able to perform the type of work listed below: (Illustrative only)
 - Grease fittings, change oil and filters.
 - Prepare hydraulic equipment, tighten and/or replace packings, seals, pumps, and rams.

- Tune trucks and other motorized equipment, replace plugs, points, rotors, and wires.
- Check and repair drive trains, universal joints, and tie rods.
- Winterize Public Works Department vehicles and equipment.
- Overhaul engines and equipment as needed.
- Replace, repair, and adjust breaks, clutches, transmissions, and differentials.
- Weld broken parts and equipment when needed.
- Perform simple body repairs and small painting jobs.
- Ability to operate dump truck, street sweeper, and road grader.
- Perform plowing and other snow removal operations.
- Maintain individual vehicle and equipment maintenance and repair schedule.
- Maintain, electronically, repair and maintenance records for all vehicles and equipment.
- Prepare purchase requests for parts and equipment repair.
- Other duties as assigned.

5) Ability to:

- Communicate effectively with customers, the general public and superiors.
- Work courteously and tactfully with customers, the general public and superiors.
- Work independently and effectively while carrying out assigned duties.
- Work cooperatively with other employees, departments, and other units of government.
- Carry out written and verbal orders efficiently and completely with minimal supervision.
- Operate all equipment and machinery with care to ensure the preservation of municipal equipment, prevent injury to municipal employees and the general public and prevent property damage.

6) Ensure compliance with work rules of department and state and federal agencies. Including wearing required safety clothing and equipment.

7) Report all unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation by law enforcement agencies.

8) Required to take on-call assignments as determined by supervisor. This may include some utility monitoring and limited water distribution system, wastewater collection system and wastewater treatment plant tasks.

9) Perform other duties as necessary and assigned.

Supervision:

This position is accountable to the Director of Public Works.

Qualifications:

- 1) High School graduate or equivalent.
- 2) Must have good working knowledge of standard methods, materials, tools and equipment of the automotive mechanic trade; good knowledge of the operating principles 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 and machine tools employed in automotive repair work; skill in locating and repairing defects in automotive equipment; skill

in the use of welding equipment; ability to understand and follow oral and written instructions, ability to keep accurate and complete records.

- 3) Must be capable of carrying out tasks efficiently and productively in absence of supervision.
- 4) Must be able to operate all Public Works equipment including loaders, dozers, trucks, backhoe, grader, sewer cleaners, street sweeper, etc.
- 5) Knowledge of safety practices required for Public Works operations.
- 6) Must have possession of, and maintain as a condition of employment, a valid Wisconsin CDL with all endorsements, including air brakes, as may be required by the City from for Public Works Operations.
- 7) Must have, and maintain as a condition of employment, a safe driving record.
- 8) Must have, and maintain as a condition of employment, access to dependable transportation.
- 9) Must be able to pass a pre-employment physical including a drug and alcohol screen.
- 10) Must be computer literate including, but not limited to: Microsoft Outlook, Excel, Word, vehicle diagnostics, internet search engines.
- 11) Prefer post high school education showing course attendance in the areas of truck and heavy equipment mechanics or experience as a heavy equipment and/or diesel truck mechanic.

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of this position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Mechanic/Equipment Operator will be frequently required to sit, stand, stoop, kneel, crouch, and crawl for extended period of time, walk over rough or uneven surfaces, work in confined spaces and unpleasant surroundings, talk, hear, navigate stairs and may occasionally lift heavy objects of more than 50 lbs without assistance. The Mechanic/Equipment Operator must also be capable of periodic heavy stretching and pulling for extended periods of time. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee will work frequently with motor vehicles, small engine powered equipment, heavy equipment, hand tools, work in indoor, outdoor settings, and confined spaces such as public right-of-ways, parklands, and municipal facilities. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to hot and cold temperatures, precipitation, fumes from paints, welding gas fumes, and slag from welder, herbicides, pesticides, gasoline and fuels, and cleaning supplies, vehicle exhaust, plants, vegetation, insects, etc. The employee will be exposed to allergens and unpleasant conditions.

Revised: October 28, 2021

Adopted By Council: November 8, 2021