

CITY OF CUDAHY
DEPARTMENT OF PUBLIC WORKS JOB DESCRIPTION

Public Works Mechanic - General

REPORTS TO:

Chief Mechanic and in his/her absence the Department of Public Works Superintendent

POSITION: Non-union, hourly position.

PURPOSE OF POSITION:

Under the direction of the Chief Mechanic performs hands-on repair & maintenance of vehicles and equipment used in the daily operation of a municipal fleet. Position shall be available to report during emergency operations that typically occur after normal business hours.

ESSENTIAL FUNCTIONS:

- Schedule and perform automotive/diesel vehicle & equipment repairs and preventive maintenance.
- Performs all mechanical, hydraulic, electrical, and body maintenance and any other necessary repair work on all City of Cudahy vehicles and equipment.
- Ability to fabricate, modify and rebuild equipment
- Makes diagnosis and repairs to equipment or vehicles such as replacing brake linings, changing tires, repairing broken braces or brackets, repairing generators, drive shafts, clutches, oil seals, wiring systems, and other miscellaneous items to insure proper operating conditions or schedules such repairs with an outside vendor as necessary.
- Performs welding operations on vehicles and equipment and also performs soldering or brazing as required.
- Performs tuning-up of engines and motors by replacing or cleaning spark plugs, carburetors, ignition systems, and other items as necessary.
- Schedules and performs preventative maintenance such as lubrication and oil changes within the Department of Public Works
- Directs and guides other employees in the performance of any and all required repair or maintenance of vehicles and equipment.
- Mounts snow plows and assists with the calibration of salting equipment
- Uses all types of mechanic's equipment and tools in carrying out assignments and insures that all tools and equipment are in a safe operating condition.
- Maintain accurate and reliable records utilizing fleet maintenance software program.
- Maintain parts inventory utilizing fleet maintenance software program.
- Responsible for cleanliness of mechanics' work area, security and maintenance of all equipment and property assigned to him/her.
- Instruct personnel as to the proper preparation and filing of all required reports.
- In emergencies be capable to perform the duties of a general laborer which includes snow removal.
- Regular, predictable and punctual attendance with ability to work extended or irregular hours.

The essential functions are not limited to those stated and shall include completing any & all forms and performing any and all related duties as assigned.

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PHYSICAL DEMANDS OF POSITION:

- Standing, walking and sitting.
- Stooping, kneeling and crouching.
- Climbing using legs and feet, balancing, bending and twisting.
- Reaching, feeling, talking and hearing.
- Far vision at 20 feet or further and near vision at 20 inches or less with glasses if needed.
- Lifting, carrying, pushing/pulling objects weighing 50 to 70 pounds.
- Handling, grasping and fingering as needed to operate hydraulic controls, control objects with the hands, write, and operate switches.

ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:

- Outside workplace environment.
- Exposure to extreme cold or heat in addition to normal temperature changes.
- Exposure to wet and/or humid conditions.
- Exposure to loud noise and vibration from the operation of tools and machinery.
- Exposure to hazardous conditions such as mechanical, electrical, burns, heights and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust, and poor ventilation.

EQUIPMENT USED:

- Calculator, telephone, copy machine, computer & I-Pad.
- Automobile, truck, lawnmower, tractor, air compressor, paint striper, tree sprayer, pumps, and other motorized equipment.
- Heavy equipment including but not limited to, paver/roller, cement mixer, air hammer, stump cutter, snowplow/wing, backhoe, Vac-All, Hi-Ranger, front-end loader, paint striper, chipper, sweeper, sewer jetter/vactor, concrete saw, etc.
- Measuring devices.
- Hand tools, power tools, chain saws, shovels, pick axes, and brooms.
- Confined space entry equipment.
- First aid equipment.
- Breathing apparatus (mask), steel tip shoes, and hearing and eye protection.

EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- Wisconsin Commercial Driver's License (CDL) Class A & B with air brakes, and N or T (tanker) endorsements must be obtained within six months of hire.
- Associate degree or equivalent experience in Diesel & Heavy Equipment Mechanics
- 1-3 years' experience working with diesel equipment
- Must possess and maintain ASE Certification within 2 years of hire

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REQUIREMENTS OF WORK:

- Ability to respond to emergency work during non-working hours and work in a non-traditional (flexible) work week.
- Ability to maintain effective and pleasant communication, oral and written, with supervisors, co-workers and the public.
- Ability to drive efficiently and safely large trucks and heavy equipment
- Ability to understand written & oral work orders, rules and operating guidelines
- Ability to be resourceful and thorough
- Ability to read, write, and perform basic mathematical computations
- Ability to operate a computer and utilize basic software programs
- Dependability and ability to work well with others and to display the proper attitude toward supervision.
- Provide positive attitude to public, other public employees and public officials.
- Ability to work with others or independently
- Above average mechanical ability
- Knowledge and experience in basic skills employed in a public works operation.

WAGES: (2018) \$26.50/hr to 29.50/hr depending on qualifications

RESIDENCY: No Residency required

MEDICAL:

All applicants will be required to submit to a medical examination, including drug testing, work hardening and psychological testing, prior to appointment. Testing shall be consistent with the requirements of the position. If appointed to the position, periodic random and for cause drug/alcohol testing as per CDL requirements will be performed.

MJL 3/2018