

**PUBLIC WORKS DEPARTMENT
STREET DIVISION
JOB DESCRIPTION**

MECHANIC

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Performs semi-skilled and skilled work in maintaining the vehicles and mechanical equipment owned by the City. Operates a variety of construction equipment and trucks utilized in construction, maintenance, and repair activities.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Performs diagnostic assessment on gasoline & diesel powered equipment.
- 1.2 Operates a variety of diagnostic instruments and a variety of hand, electric, and air driven tools.
- 1.3 Advises Supervisor of extent of repairs needed and parts required.
- 1.4 Performs tests, services, and repairs on vehicles and equipment operated by street division.
- 1.5 Services Police Department squad cars, as well as other city departments' vehicles as required.
- 1.6 Sources repair parts, and orders supplies as needed or as directed by supervisor.
- 1.7 Maintains inventory of spare parts and routine repair/maintenance items.
- 1.8 Operates various sizes of trucks and equipment as needed.
- 1.9 Understands the importance of weather-related and emergency response. Routinely participates when called in for snow removal or other emergencies and responds in a timely manner when contacted by a supervisor for non-scheduled work.
- 1.10 Supports other Street Division activities as assigned.
- 1.11 Assists with maintenance of traffic control devices.

Section 2. Peripheral Activities

1.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Solve practical problems, interpret instructions, do Arithmetic calculations involving fractions, decimals, and percentages. Have thorough knowledge of small engines, automotive and construction equipment maintenance procedures. Have working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities. Have working knowledge of the practices, methods, materials, and tools used in equipment maintenance including hydraulic systems.

Skill in operation of common hand tools, wrenches, electronic diagnostic equipment, welders and cutting torch.

Ability to understand and follow verbal or demonstrated instructions: Write identifying information; ability to communicate effectively, verbally or in writing. Ability to carry out assigned projects to their completion. Work well with the general public.

Ability to operate equipment and vehicles requiring a CDL license.

Employee will be familiar with details of the job to do it reasonably well within 6 months.

TOOLS AND EQUIPMENT USED:

A variety of hand, electric and air driven tools, plus diagnostic instruments required to perform maintenance and repair work. Ability to operate loaders, backhoes, and large single axle trucks.

CONFIDENTIAL DATA:

None.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands 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, employee constantly stands; walks; reaches; grasps; holds; uses eye-hand coordination; hears; talks; stoops; kneels; crouches; or crawls. Employee frequently sits; drives motor vehicles; drives heavy equipment; uses repetitive movements; tastes

or smells; uses the telephone; has contact with general public/customers; works alone; climbs stairs. Employee occasionally climbs ladders.

Employee must be able to constantly lift up to 25 pounds; occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: High School or GED, and
- 2 5 years related work experience involving light to medium size trucks.
- 3 Heavy equipment maintenance experience is desirable.
- 4 ASE Certification is desirable.
- 5 Valid Wisconsin CDL driver's license with B, C, D, endorsements, including air brakes.
- 6 Must successfully complete a background investigation and drug screening to be eligible for the position.
- 7 Some evening and weekend work is required

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing 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, employee is exposed to dirt, noise, vibrations, equipment movement hazards, and electrical shock hazards when performing daily repairs.

POSITION ACCOUNTABILITY:

Reports To: Street Superintendent.

Supervision Exercised: None

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral 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 logical assignment to the position.

The job description 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.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 3/27/01

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