

CITY OF LAKE MILLS

FLEET MECHANIC

DEPARTMENT OF PUBLIC WORKS

Summary

The Department of Public Works Fleet Mechanic/Street Maintenance Worker is a mechanic, skilled in the repair of a variety of types of equipment. The Fleet Mechanic shall perform mechanical repairs on trucks and heavy-duty diesel-powered equipment, including complex engine repairs, complete overhauls, transmission, brake, and differential repairs, along with fabrication and welding projects. To provide mechanical repair and maintenance of all City equipment and vehicles.

May perform mechanical repair on various departments' vehicles from time to time. Performs regular duties independently on own initiative. Bears direct responsibility for safe and reliable mechanical operation of all equipment.

Level of Responsibility

This employee works under the direct supervision of the Street Department Foreman and general oversight of the Director of Public Works. This employee may from time to time receive requests to assist in the electric, wastewater, water departments, grounds and facilities department, and police and fire departments. This employee is required to complete assigned tasks safely and according to a specific timeframe and budget.

Major Duties

The following duties are normal for this position. This list is not all-inclusive. Other duties may be required as assigned.

1. Always works safely and uses all Personal Protective Equipment and equipment safety features at all times.
2. Participates in safety and training programs.
3. Knowledgeable of methods, materials, tools, and equipment used in mechanical work.
4. Prioritizes and schedules repair and maintenance work on City fleet.
5. Completes regular and routine and preventative maintenance procedures and work on all City owned vehicles and equipment.
6. Performs major engine repairs, including, but not limited to, valve jobs, engine overhauls, transmission, and suspension repairs.
7. Performs welding repairs and torching of all pieces of equipment with a professional level of competency.
8. Be able to obtain pump certification for working on fire Department apparatus and fleet vehicles.
9. Repairs and rebuilds water pumps, rear-end loaders, graders, and large trucks.
10. Checks and repairs hydraulic equipment and components.
11. Uses mechanical skill to perform necessary repairs for the safe, efficient operation of all City equipment and vehicles.

12. Maintains and controls an inventory of regularly used parts and supplies for maintenance procedures using a computer. Orders necessary parts, equipment and needed maintenance supplies and inventory.
13. Makes suggestions, develops specifications, and helps locate new or replacement vehicles and equipment.
14. Maintains accurate and detailed records of maintenance and repair procedures performed.
15. Responsible for maintaining safe and clean working conditions within the shop/service area. Maintains shop/service area in safe, healthful manner following all safety rules and regulations under OSHA, DILHR and other state and federal agencies responsible for health and welfare of the environment. Responsible for overall housekeeping functions of shop/service area.
16. Knowledgeably operates all City owned or controlled equipment and vehicles.
17. Performs department functions and operations, including as necessary, street maintenance operations such as snow removal, street sweeping, street crack sealing, traffic control, etc.
18. Basic computer knowledge, with a focus on fleet data entry and equipment and vehicle maintenance records.
19. Other duties as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by this person to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential physical skills include:

1. Acceptable eyesight (with or without correction).
2. Acceptable hearing (with or without correction).
3. Ability to lift and carry heavy loads (50 pounds and over).
4. Ability to reach, pull, and push.
5. Ability to climb, walk, stand, crawl, kneel, bend, balance, and stoop.
6. Ability to distinguish colors.
7. Ability to operate heavy equipment.
8. Ability to use hand tools such as shovel, rake, hammer, saw and other small tools.
9. Ability to work outside in various weather conditions.
10. Ability to safely navigate rough terrain.
11. Ability to work in a typical office environment.
12. Ability to work in dusty or dirty areas.

Essential Qualifications

The person in this position must be able to:

1. Must possess and maintain a valid CDL and be able to operate various vehicles and plow trucks.
2. Accept direction and work well with others and follow all guidelines and policies as established by the City of Lake Mills.
3. Demonstrate a high aptitude and ability to perform a wide range of mechanic and related duties and tasks.

4. Must demonstrate proficient knowledge of truck and equipment maintenance, including electrical, hydraulic, and mechanical aspects.
5. Attend classes and training and certification programs to ensure proficiency and knowledge and ability to properly maintain and repair City vehicles and equipment. Capability and willingness to undertake additional certification and course work.
6. Understand and follow written and oral instructions.
7. Safely operate the equipment and tools utilized in performing the essential functions of this position.
8. Organize time to accommodate changing tasks and priorities.
9. Prepare and keep records of repair work performed, labor expenditures, vehicle inventory and condition on paper and in computer.
10. Operate all trucks, vehicles and all heavy equipment in inventory, as needed.
11. Repair and maintain a wide range of equipment and vehicles with little supervision.
12. Ability to work independently, as a team member, or as a manager overseeing maintenance technicians periodically.
13. Diagnose and trouble-shoot problems with vehicles and equipment problems including, but not limited to, gas engines, diesel engines, hydraulic systems, electrical systems, transmissions, brakes, and body work.
14. Perform safe and proper welding operations on equipment.
15. Report and address unsafe conditions and report accidents/injuries in a timely manner to the supervisor.
16. Develop equipment specifications for purchasing new equipment and work with department head staff regarding required specifications and bidding processes for such equipment.
17. Track, log and maintain warranties and recalls on machinery and equipment for which the employee is responsible.
18. Communicate effectively in person and using electronic means.
19. Use various computer programs including word processing, excel, and mapping software.
20. Maintain a positive relationship with public and all city employees.