

Job Description

Job Title: Lead Mechanic
Department: Public Works
Reports To: Director of Public Works
FLSA Status: Non-Exempt
Prepared By: Director of Public Works
Approved By: Waupun Common Council
Approved Date: March 28, 2017
Reviewed: *March 24, 2021*

SUMMARY

Performs duties in repair of municipal equipment, inventory and ordering of parts, welding, tire repairs, and other public works functions by performing the following duties.

Essential Functions

- Performs routine maintenance and repair on automobiles, trucks, heavy and light equipment and engines (including, but not limited to: police vehicles, pick-ups, dump trucks, end loaders, graders, excavators, concrete saws and push mowers, etc.).
- Performs major repairs to vehicles/equipment (i.e. engines, transmissions, hydraulic systems, etc.).
- Keeps records on all municipal equipment maintenance and repair.
- Performs diagnostic checks on equipment/vehicles to ascertain problems with equipment/vehicles performance
- Orders equipment/vehicle parts, including filters, gaskets and tires, etc.
- Completes daily log of assignments and reports.
- Operates equipment, including, but not limited to: dump truck/plow/wing/salter, skid loader, forklift, street sweeper, lawn mowers, etc. for street re-construction, snow removal, street sweeping and hauling debris, etc.
- Test drives all repaired vehicles/equipment to ensure proper and safe operation.
- Repairs tires, including changing/balancing tires, and plugging and patching repairs.
- Performs various types of welding as necessary, including, but not limited to: Stick, Tig, and Mig.
- Performs welding and fabrication to vehicles and equipment (i.e. buckets, booms, dump truck boxes, etc.)
- Performs welding and fabrication to building infrastructure (i.e. sink supports, park benches, interior/exterior doors and covers for venting system, etc.).
- Maintains equipment and parts inventory (i.e. filters, belts, nuts/bolts, oil, tires, etc.).
- Prepares seasonal equipment for operation (i.e. leaf pickers, snow plows, etc.).
- Reviews equipment inventory for replacement.
- Attends safety awareness training and meetings.
- Operates heavy equipment, including, but not limited to: backhoe, front end loader, drop hammer, etc.
- Note: May not include all of the duties listed, nor do examples cover all duties that may be performed

NON-ESSENTIAL FUNCTIONS

- Maintains Public Works Garage/Parts Room in an orderly and clean manner.
- Mows grass and trims hedges, fence lines, trees and roadways on municipal properties and parks, etc.
- Assists in snow removal operation
- Runs vehicles and/or equipment to job sites.
- Sets up for community events (i.e. elections, festivals, etc.)
- Answers shop telephone
- Performs other duties and responsibilities as assigned.

OTHER REQUIREMENTS

This position is typically required to work occasional overtime, and more frequent overtime during the winter months.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent and completion of two years of technical training in Auto Technician and/or Diesel Mechanic from an approved technical training. Five years related experience or equivalent combination of education and experience.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the operation of vehicles and heavy equipment.
- Ability to make major repairs to vehicles/equipment and repair on automobiles, trucks, heavy and light equipment
- Ability to do various types of welding.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to provide information in one-on-one and small group situations to public and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to make minor decisions and apply these to work problems.
- Valid commercial motor vehicle license with ABCD endorsements, with no air brake restrictions, and a good driving record.

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:

- Regularly stand, walk and sit up to 6 or more hours during their shift.
- Reach with hands and arms.
- Climb, balance, stoop and crawl.
- Talk and hear.
- Regularly lift and/or move up to 50 pounds.
- Occasionally lift and/or more up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock and vibration
- Occasional exposure to high, precarious places and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.