



OAKCREEK
— WISCONSIN —

Position: Chief Mechanic
Department: Public Works

Unit: Union (LAW)
FLSA Status: Non-Exempt

Summary Description

Under general supervision, coordinates, directs, and performs skilled work in the mechanical repair and maintenance of heavy gasoline and diesel-driven trucks and other mechanical equipment; identifies, orders, receives, stores, issues and maintains trucks parts and materials; prepares records, reports, and correspondence related to truck and equipment repair.

Supervision/Accountability

This position is accountable directly to the Public Works Director; has supervisory duties over the mechanic personnel.

Major Duties/Essential Functions

Oversees, maintains and operates preventative maintenance program for department equipment and trucks; schedules and oversees all repairs or work needed on department trucks and equipment. Plans, carries out and evaluates preventive maintenance schedules for all trucks and mechanical equipment, either personally, or through outside vendors.

Assists supervisors in directing, planning, reporting, evaluating, supervising, coordinating and improving maintenance operations, activities and services of the department. Conducts various analyses and inspections of trucks and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Examines and locates mechanical and operational defects in a wide variety of trucks and equipment; makes major and minor adjustments and repairs.

Disassembles, repairs, grinds, replaces and adjusts engines, oil, water and fuel pumps, carburetors and fuel injectors, starting motors, clutches, transmissions, differentials, brakes and steering gear, tires and suspension systems on a wide variety of trucks and equipment.

Repairs, maintains and adjusts electrical wiring systems, charging systems, batteries and light systems on a wide variety of trucks and equipment utilized within the department.

Performs body repair work consisting of sheet metal and patching work, rustproofing, priming and painting on trucks and equipment as needed.

Utilizes a wide variety of test equipment such as oscilloscopes as well as visual and listening checks to trace and locate defects and determine the extent of the repairs.

Develops shop procedures and budget data for the maintenance and repair of trucks and mechanical systems.

Performs on-site assessment and maintenance on disabled equipment or trucks, change and repair tires, jump start trucks, etc.

Determines and investigates sources of trucks supplies; secures price quotations and compares prices; negotiates with suppliers to obtain best price and terms; orders, receives, checks, stores, and issues parts and supplies; compiles data and periodic reports.

Maintains catalogs and related filing systems; prepares periodic, special, or perpetual inventory of stock; compiles information concerning the receipt or disbursement of parts and supplies, and computes inventory balance, price, and costs.

Prepares reports of inventory balance, prices, and shortages; traces history of item to determine reasons for discrepancies between inventory and stock-control records.

Reviews repair orders of time and materials used on each job; schedules general preventive truck and equipment maintenance.

Directs, develops, and trains subordinate personnel in the areas of technical mechanical repair work; new techniques and other special skills.

Prepares annually one (1) realistic, achievable objective which will improve the operation of the department.

Minor Duties/Responsibilities

Keeps all service equipment, hand tools and other mechanical equipment clean and operating smoothly and notifies supervisor of any problems with assigned equipment and trucks.

Develop specifications for trucks and equipment, secures quotations when bidding is informal, works with vendors on vehicle and equipment problems and ordering parts for repairs.

Attends training courses, meetings and conferences as directed by superior. May be required to confer with citizens on problems, concerns and accidents.

Responsible for notifying supervisor and/or department head when violations of City codes and ordinances are observed on the job.

Confers with supervisor on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.

Responsible for maintaining safe working conditions within the truck and equipment service areas and adjacent areas. Uses any or all safety equipment provided and procedures to complete assigned tasks.

May periodically assist other department employees in other department functions and operations within the buildings or yard areas.

Performs other duties as assigned.

Knowledge

Methods, materials, tools, and techniques used in the repair and maintenance of a variety of truck and mechanical equipment; operating principles of propane, gasoline and diesel engines, and of mechanical repair of heavy trucks and construction equipment; occupational hazards and standard safety precautions necessary in the work; principles and methods of gas and electrical welding; and basic machinery operations. Knowledge of a wide range of parts and supplies for trucks and mechanical equipment; sources of supply; trucks parts catalog use and interpretation; basic purchasing principles, procedures and stock record system; techniques of receiving, storing, and issuing parts and supplies; parts substitution; assembly and repair procedures for trucks and construction equipment; and modern office methods, procedures, and equipment. Knowledge of operation of all shop equipment and tools, mechanical repair work, care of shop, equipment, tools and maintenance of same. Knowledge of City geography including street locations.

Skill/Ability

Locating, correcting and adjusting defects in complex trucks and mechanical equipment; performing skilled work in repairing, overhauling and maintaining gas-and diesel-powered truck equipment; interpreting and working from charts, technical manuals, and diagrams; using and caring for tools used in truck and mechanical repair work; and maintaining detailed and routine records. Use and skill in operating a cutting torch and welding equipment. Good communications skills, both written and verbal, with an ability to create and maintain effective and cooperative interpersonal relationships with coworkers, subordinates, supervisors and citizens. Ability to work in high places, in hazardous areas and under difficult circumstances. Ability to follow written and verbal instructions, read maps and understand complex electrical and engine system plans and drawings. Developing and maintaining accurate records and reports; developing and implementing inventory and records control systems; dealing effectively with vendors in situations requiring judgment, friendliness, tact and firmness; performing responsible arithmetic calculations accurately; compiling and interpreting data; working independently and exercising initiative.

Education/Experience

Any equivalent combination of education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be: 1) possession of a high school diploma or G.E.D., 2) post high school education equivalent to one year of college or technical school in the areas of trucks and heavy equipment mechanics, 3) three years experience as a heavy equipment mechanic, and 4) demonstrated leadership ability with subordinates in past positions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift, pull and/or move up to 50

pounds. Must occasionally lift, pull or move weights up to 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

License/Certifications

Possession of a valid Wisconsin Motor vehicle operator’s license. Candidate will be required to obtain a Commercial Drivers License (CDL) within the time limits of the probationary period. Loss of license may be cause for demotion, layoff or termination.

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 a 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.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Public Works Manager

Revision History:
April 1, 2020
September 14, 1999
July 31, 1996
June 4, 1993
November 8, 1991