



OAKCREEK
— WISCONSIN —

Position: Mechanic II
Department: Police Department

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

Summary Description

Performs work of varied difficulty associated with the maintenance and repair of the City's automobile, truck and equipment fleet.

Supervision/Accountability

This position is directly accountable to the Administrative Captain and the Chief of Police; has no supervisory duties.

Major Duties/Essential Functions

Performs general preventive truck and equipment maintenance including: change oil, filter, and lube all city trucks on a regular basis; check all fluids including brake, anti-freeze, washer, rear-end, transmission, and battery acid fluids; document all maintenance performed on trucks or equipment and completes other building and/or grounds maintenance as assigned.

Performs vehicle tune-ups.

Examines and locates mechanical and operational defects in automobiles, light trucks and a wide variety of city equipment.

Disassembles, repairs, replaces and adjusts water and fuel pumps, carburetors and fuel injectors, starting motors, clutches, transmissions, differentials, brakes and steering gear, tires and suspension systems on city vehicles and equipment.

Performs electrical work including replacing wiring, switches, gauges, charging systems, batteries and light systems and other electrical problems.

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.

Installs law enforcement equipment on vehicles; to include, but not limited to: interior partitions, speakers, horns, cameras, push-bars, computer equipment, computer docking stations, and emergency lights. Also installs regular maintenance items, such as, brake lights, tail lights, headlights, safety lights and two-way radios.

Operates cutting torch, welder, solder gun and other necessary fabrication tools.

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

Maintains, repairs and replaces tires as needed.

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.

Attends training courses, meetings and conferences as needed. May be required to confer with citizens, coworkers and other city employees on problems, concerns and accidents.

Works closely with department heads and other non-departmental personnel to insure that city wide vehicle fleet is properly managed and maintained.

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.

Maintains detailed records of time and materials used in each job; and inspects and tests repaired equipment.

Maintains other mechanical items at the Police Department: small engines, lawnmowers, snowblowers, mobile lighting units, etc.

Performs maintenance on disabled equipment or trucks.

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

Performs fabrication as needed to upfit vehicles or to properly maintain equipment.

May periodically assist other department employees in other department functions and operations.

Performs other duties as assigned.

Knowledge

Methods, materials, equipment, tools and diagnostic tools/equipment used in maintenance, repair and overhaul of all types of trucks and equipment. Knowledge of all types and sizes of gasoline and diesel engines, pumps and generators. Knowledge of vehicle and equipment parts, their functions and their uses. Knowledge of preventative maintenance systems for trucks and equipment and parts and equipment inventory systems. Knowledge of electrical and hydraulic systems associated with department trucks and equipment. Knowledge of city geography including streets. Knowledge of occupational hazards and standard safety precautions necessary to perform the work.

Skill/Ability

Locating, correcting and adjusting defects in complex vehicular and mechanical equipment; performing skilled work in repairing, overhauling and maintaining gas and diesel-powered trucks/equipment; interpreting and working from charts, technical manuals, and diagrams; using and caring for tools used in trucks and mechanical repair work; and maintaining detailed and routine records. Good organizational skills with an ability to prioritize and complete duties. Good communication skills, both written and verbal, with an ability to create and maintain effective and cooperative interpersonal relationships with coworkers, supervisors and citizens. Ability to work in high places, hazardous areas, and under difficult circumstances. Ability to follow written and verbal instructions, read maps, understand complex electrical and engine system plans and drawings. Use and skill in operating a cutting torch and welding equipment; deal effectively with vendors requiring friendliness, tact and firmness; communicate clearly and concisely, orally and in writing.

Education/Experience

Qualifications required: 1) possession of a high school diploma or G.E.D., 2) post high school education showing course attendance in the areas of truck and heavy equipment mechanics, 3) one year experience as a heavy equipment and/or diesel truck mechanic.

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 manipulate, 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 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include able to see details clearly and see to the sides, 20/40 vision or better with both eyes together, no worse than 20/70 in the poorer eye, and 70-degree field of vision, 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

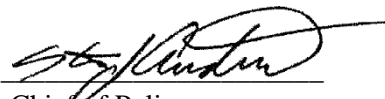
Possession of a valid Wisconsin motor vehicle operator's license. Candidate will be required to obtain a Class B Commercial Driver's License (CDL) within six (6) months. Loss of license may be cause for demotion, layoff or termination.

A.S.E. certification in the following areas is preferred: brakes, medium/heavy diesel engines; and A/C certification/AG 136 training.

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: 
Chief of Police

Revision History:
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April 1, 2020
September 15, 2016