

THE TOWN OF DELAVAN

POSITION DESCRIPTION

Department: Public Works
Location: Public Works Department/Highway Building
Title: Mechanic

GENERAL PURPOSE: Maintains and makes all necessary mechanical and electrical repairs to vehicles, equipment, and buildings for the following departments and related Town areas: Public Works Department, Police Department, Fire Department, Rescue Squad, Parks, Water Safety Patrol, and for other municipalities when authorized by the Town.

SUPERVISION RECEIVED:

Works under the supervision of the Public Works Manager. Attends and serves on the monthly Public Works Committee meetings and reports on work completed for the month. Assists the Public Works Department in emergencies or when requested by the Public Works Manager.

WORK SCHEDULE AND OVERTIME:

The normal work week will be Monday – Thursday from 6:00am to 3:30pm with a 30 minute lunch break. Friday hours are 6:00am to 10:00am. Overtime will be scheduled and/or called in as needed by the Public Works Manager.

DUTIES AND RESPONSIBILITIES

The Mechanic must be able to work independent of supervision. The Mechanic shall be responsible for maintaining accurate records of labor hours and cost of parts for work performed for other departments to be charged against that department's budget. Must have the ability to follow oral and written instructions. The Mechanic must be able to read and follow schematics, engineering drawings and blue prints. The Mechanic shall be responsible for all maintenance and mechanical work on all Town owned vehicles, trucks, boats, mowers, tractors, grader, end loaders, boom trucks, plows and any other equipment or vehicles in need of repair or maintenance.

This shall include the testing of alternators, regular tune ups, changing engines or the complete rebuilding of engines as necessary, repair of electrical systems, replace and/or overhaul transmissions, repair and/or install clutches, check, repair and/or replace hydraulic systems. Weld and repair plows and any other equipment as needed. Install and wire equipment into emergency vehicles – Police, Fire & Rescue.

Assist with snow removal operations and assist in other Public Works related activities as needed and requested by the Public Works Manager.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to stand, stoop, bend, climb or lie on hard surfaces for long periods of time. The employee must have 20/20 vision but this may be accomplished with the use of glasses. The employee must be able to operate powers tools, equipment, vehicle controls, and standard tools to perform the required work. The employee may be required to lift and/or move up to 100lbs.

EDUCATION/TRAINING:

Requires a 2 year degree in Auto and Diesel Mechanics or related experience in Public Works maintenance. Must be ASE Certified and must recertify once every four (4) years. Must be up to date on all Town required training and/or State and Federal government training requirements. All Town paid training and education must be job related and approved by the Public Works Manager.

All Public Works employees are required to maintain a B or above average to be reimbursed for employee requested training. Text books and materials for employee requested training or education is the responsibility of the employee unless otherwise approved by the Town.

WORK ENVIRONMENT:

While performing the duties of the job, the Mechanic may be required to work in outside weather conditions. The Mechanic frequently works with power tools, welders, mechanical moving parts and vibrations. The Mechanic is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, oil, heat from welders, and may be at risk of electrical shock.

WORK RULES, POLICIES AND PROCEDURES:

The Mechanic will be given and adhere to the same Town of Delavan Employee Handbook as all other Town employees. The Mechanic must follow all Town work rules, employment policies, and practices.

SELECTION GUIDELINES:

Formal application, able to pass physical and drug/alcohol testing, must meet education requirements and have the required experience as set forth by the Town. Pass oral interview and reference check, and job related tests may be required. Must hold a valid Wisconsin Driver's license and obtain and hold a CDL license within the time frame set by the Town of Delavan.

The duties and responsibilities of the Mechanic set forth herein, are not all inclusive and are subject to change by the Public Works Committee and/or the Town Board as the needs of the Town and requirements of the job change. Various other types of work may be required depending on the needs of the Town.