

THE TOWN OF DELAVAN

POSITION DESCRIPTION

Department:	Public Works Department
Location:	Public Works Department/Highway Building
Class Title:	Mechanic/Crewman
Union:	No

GENERAL PURPOSE:

Maintains and makes all necessary mechanical and electrical repairs to vehicles, equipment, and buildings for the Town of Delavan. Operates a variety of equipment and trucks utilized in construction, maintenance and repair activities; performs a variety of semi-skilled tasks in the maintenance of highway and storm drainage systems.

SUPERVISION RECEIVED:

Works under the close supervision of the Public Works Manager or the supervisory authority in charge if the Manager is not present.

SUPERVISION EXERCISED:

None

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.

TRAINING AND EDUCATION:

The training and education requirements are those that are needed to do the job according to the Town's training standards including any requirement of the state and/or federal government. All required safety and job training must be kept up-to-date. All Town paid training and education must be job related and approved by the Town. Employees are required to maintain a "C" or above average to be reimbursed for approved education or training. Text books and materials for employee requested training or education are the responsibility of the employee unless otherwise approved by the Town.

SAFETY:

As an employee of the Town of Delavan Public Works Department, you are responsible for your own safety. You must follow all Town of Delavan Safety Rules and Procedures. You must wear all Personal Protective Equipment provided

by the Town needed to perform the specific duty, task or activity assigned. You must report any unsafe condition immediately to the Public Works Manager. Only Town of Delavan approved Personal Protective Equipment may be used while performing the essential duties of the job for the Town of Delavan.

WORK RULES, POLICIES AND PROCEDURES:

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

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. 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, repair of electrical systems, replace transmissions, repair and/or install clutches, check, repair and/or replace hydraulic systems. Weld and repair plows and any other equipment as needed.

Operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies. Operates front end loaders for various duties.

Operates trucks and construction or power equipment, such as dump trucks and snowplows or other equipment.

Operates jackhammers, mowers, and other small equipment and tools to maintain highway and utility systems.

Performs routine inspections and preventative maintenance on assigned equipment and refers defects or needed repairs to the Foreman and Town Mechanic.

Cleans equipment.

Assists in the installing and maintenance of traffic control devices.

Performs all duties in conformance to appropriate safety and security standards.

Responsible for the checking of signs as assigned, clear signs of snow and ice, checks and reports to the Manager if in need of replacement or repair.

Sweeping of intersections, clearing trash, glass or debris, shoveling, painting, removing and burying of dead animals as assigned.

Employee is on call during emergency situations, twenty-four (24) hours a day, seven (7) days a week, 365 (Leap year 366) days a year.

Flags traffic when necessary and as assigned.

Responsible for keeping assigned section of roadways free from ice and snow debris.

Reports to Manager any new diggings or construction taking place in the road right of way.

Performs other duties as required or assigned.

Capable of driving farm tractors with mowing equipment 30 to 100 HP.

Capable of driving heavy equipment, Cat #916 loader or larger, IC loader, backhoe, and blacktop roller.

Capable of driving trucks with 29,500 GVW or larger, including (5) speed transmissions with (2) speed rear axle, along with Fuller (8) and (10) speed transmissions.

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 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 frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including backhoe, dump truck, pickup truck, utility truck, highway sweeper, crack filler, jetter, highway roller, tamper, plate compactor, saws, pumps, propane kettles, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, scan tools, multimeter, computer programs and hoists.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather condition. The employee frequently works with power tools, welders, mechanical moving parts, hot and humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, able to pass an occupational physical and drug/alcohol testing, rating of education and experience; oral interview and reference check; job related test may be required. Must hold a valid Wisconsin Driver's license, and hold a class A CDL license. Must sign and follow the Town's Code of Ethics. Employee must agree to follow all Town of Delavan work rules, employment policies and practices.

The duties and responsibilities of the Public Works Mechanic/Crewman are not all inclusive and may be changed from time to time with the approval of the Town Board.

The Town of Delavan is an Equal Opportunity Employer

Town Chairperson

Date

Employee

Date