

**Public Works Department
City of Chippewa Falls - Job Description – Mechanic**

POSITION TITLE: Mechanic
DEPARTMENT: Public Works
DIVISIONS: Street Department
REPORTS TO: Street, Fleet, and Utility Maintenance Manager
HOURLY RATE:
LAST UPDATE: 04/24

SUMMARY

The Public Utilities, Streets, and Engineering Divisions of the Public Works Department are responsible for the design, survey, construction, inspection, maintenance, and record keeping for public works projects, streets, and municipal facilities. A City Mechanic will perform skilled mechanical work in the maintenance and repair of city vehicles including, but not limited to trucks, mechanical equipment, and heavy motorized units.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Repairs and overhauls city trucks, vehicles, and other automotive equipment. This includes diesel machinery.
- Diagnose, troubleshoot, service, maintain, and repair components of cars, light and heavy trucks, truck equipment, trailers, tractors, heavy equipment and machinery including gasoline and diesel engines, manual and automatic transmissions, clutches, drive trains, differentials, brake systems, hydraulic systems, pneumatic systems, exhaust, electrical, steering, cooling, air conditioning, suspension, frames, lighting and communications systems.
- Mount, dismount and repair snow plows, tailgate spreaders, hitches, braces and other machinery and equipment attachments. Maintains work area in a safe and clean manner.
- Repairs, and reconditions, pumps, transmissions, differentials, distributors, hydraulics, and electrical systems.
- Operates a variety of machines and equipment used in general mechanical automotive repair and maintenance work.
- Cuts or welds metal by electric, acetylene, wire feed methods.
- Occasionally performs autobody repair work.
- Respond to weather situations including snow and ice events, high water, washouts, and others as directed.
- Safely traverse the terrain and thorough understanding of limitations of equipment.
- Perform minor maintenance and repair to Street Department buildings.
- Other duties or functions may be assigned.

SUPERVISORY RESPONSIBILITIES

- None

WORK SCHEDULE

- This position works a standard 40-hour week.
- Overtime may be needed and required for this position.

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- Call ins for winter maintenance activities will be required for this position.
- Respond to unforeseen emergency situations including; traffic accidents, blocked roads, pavement buckles, and others as directed.

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

EDUCATION, LICENSES, AND/OR EXPERIENCE

- Must have high school diploma or equivalent.
- 4 to 5 years' experience with diesel engines and other work related to the trade.
- Commercial Driver's License (CDL) and two (2) years' experience preferred with endorsements to include:
 - Air brakes,
 - Tanker and combination vehicle.
- Technical courses relating to the diesel mechanics preferred.
- Welding Certification Preferred.
- Valid Driver's License
- Must be Eighteen (18) years of age, or older.

ESSENTIAL KNOWLEDGE AND ABILITIES

- Ability to operate standard office equipment.
- Ability to use and adapt to a variety of equipment including but not limited to a transit and laser level, etc. Other equipment may be required.
- Considerable knowledge of occupational hazards and safe work practices.
- Ability to diagnose mechanical failures and defects.
- Considerable knowledge of the tools, equipment, materials methods, and practices used in the automotive or mechanical trades.

COMMUNICATION SKILLS

- Ability to communicate effectively with vehicle, equipment and machinery component technicians and specialists. Ability to communicate effectively with supervisors and other employees.
- Ability to communicate in both written and verbal form.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

SUPERVISION/DIRECTION RECEIVED

- Director of Public Works / Utilities Manager
- Street, Fleet, & Utility Maintenance Manager

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- Mechanic Foreman

SUPERVISION/DIRECTION EXERCISED

- None

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 75 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Steel toed shoes required anytime foot crushing hazards are present. Employees will be eligible for a Protective Footwear stipend per HR Policy.
- Employee will be subject to cold, heat, wet, sun, dust, noise, moving mechanical parts, and vibration.

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