

# Mechanic/Equipment Operator

## Job Description



**Department:** Department of Public Works

**Location:** 570 Aspen St.

**Reports to:** Public Works Lead

**Medical/Physical:** Yes

**Supervises:** None

**Background Check:** Yes

**Pay Grade Classification:** Non-Exempt

**Workweek:** Typical workweek Monday -Friday, 6:30am – 3pm. Potential for year-round call-ins for snow ice removal, and other emergencies.

### **General Statement Of Duties:**

Under the direction of the Public Works Lead: This position performs a variety of work associated with the maintenance and repair of vehicles and equipment.

### **Purpose, Distinguishing Features of the Position:**

The primary responsibility of this job involves performing skilled work in the maintenance and repair of a variety of vehicles and equipment employed in City operations. Such work includes preventative maintenance, service, and repairs to trucks, tractors, loaders, street sweepers, etc. Employees are required to perform services as needed during scheduled working hours and after hours as necessitated by weather or factors which require immediate service or attention. Emergencies and/or circumstances may require working at any time of the day or night or week, sometimes for extended hours. Overtime pay may be required.

### **Examples Of Work:**

- Inspects vehicles and equipment for mechanical defects and determines the nature and extent of needed repairs by visual inspection, road tests, and diagnostic equipment.
- Repairs automotive equipment by adjusting, rebuilding, welding, or replacing broken, worn, or damaged mechanical parts.
- Repairs electrical equipment such as generators, distributors, ignition systems and starters.
- Services, fuels, lubricate and wash vehicles and equipment.
- Orders and inventories parts and makes arrangements for outside mechanical services.
- Maintains detailed records of the time and materials used in each job.
- Performs welding and soldering and uses lathes, sharpeners, and drill presses.
- Performs related duties as required.
- Maintain garage and work area.
- Assists with streets, utilities, park, & cemetery duties as may be needed, including, but not limited to snow and ice removal activities.
- Be available for on-call, call-in, overtime work or emergency calls.
- Drive, operate heavy equipment (dump/plow truck, front end loader, backhoe, street sweeper, grader, other equipment customary to municipal operations), including snow and ice removal operations.
- Other duties as assigned.

### **Required Knowledge, Skills and Abilities:**

- Work is generally performed outdoors year-round in varying weather and environmental conditions.
- Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching, climbing, digging, and scooping with a shovel, raking, and shoveling snow.

The City of Ripon, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This position description is intended to describe the general nature and level of work being performed by most people assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing organizational needs. Revised: 4.12.2023

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- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus.
- Incumbents must have the ability to transport themselves to and from work sites and lift 30 pounds frequently and repeatedly and lift up to 75 pounds occasionally and as needed.
- Knowledge of methods, materials, tools, and techniques used in the repairs and maintenance of a variety of automotive and mechanical equipment.
- Knowledge of operating principles of gasoline and diesel engines.
- Knowledge of occupational hazards and standard safety precautions necessary in the work.
- Knowledge of principles and methods of welding.
- Ability to diagnose, locate and correct defects in complex automotive and mechanical equipment.
- Ability to perform skilled work in maintaining and repairing gas- and diesel-powered vehicles and equipment.
- Ability to interpret and work from charts, technical manuals, and diagrams.
- Ability to utilize and care for power and hand tools and specialized equipment used in automotive and mechanical repair work.
- Ability to maintain detailed records.
- Ability to communicate effectively in oral and written form, basic computer skills, and a mechanical aptitude.
- Basic everyday living skills are needed as well as the ability to understand and follow verbal and written directions, read, write. Basic math skills including addition, subtractions, basic algebra, and geometry.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Have aptitude and desire for continued education.
- Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies, and similar situations of public necessity.
- Understands the importance of weather related and emergency responses. Routinely participates when called in for snow removal or other emergencies and responds in a timely manner when contacted by the employer for non-scheduled work.
- Ability to work a varied schedule, including nights, weekends, extended and non-standard hours as may be necessitated by assigned duties and/or special circumstances.

### **Acceptable Experience and Training:**

- High School education or equivalent is required. Some college, trade, or technical schooling is preferred.
- Requires graduation from accredited program for training mechanics with at least two years of employment experience repairing and maintaining a variety of vehicles and motorized equipment.
- Must furnish own hand tools.
- Experience with heavy equipment operations.
- Must possess a valid driver's license and Class B Commercial Driver's License, with tanker endorsement.
- Physical examination and drug screening tests will follow all conditional offers of employment.
- This description is not intended to be all-inclusive and other duties may be assigned to meet the City's needs.
- Residence in Ripon is desirable, must be able to respond to call-in and emergencies within 30 minutes.

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