

CITY OF DODGEVILLE

DEPARTMENT OF PUBLIC WORKS FIRST MECHANIC

Supervisor: Street Foreman or Public Works Director

NATURE OF WORK

Assist in the construction, maintenance and repair of all Public Works Facilities, vehicles and equipment. This includes the maintenance and repair of Public Works equipment, the maintenance and repair of Public Works facilities and city parks, including but not limited to: Streets, alleys, storm sewer, sidewalks, water distribution, sewer collection, and all Public Works Buildings and Facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are customary for this position. These are not to be construed as exclusive or all-inclusive – other duties may be required and assigned by the Public Works Director or Street Foreman.

- Inspect and perform scheduled preventive maintenance tasks and emergency repair work on all City of Dodgeville Public Works Department Equipment and Vehicles.
- Change oil and brakes and other general maintenance on trucks and equipment.
- Complete equipment work orders and submit to Street Department Foreman
- Assess and complete all welding projects
- Perform Lockout Tagout compliance measures for required equipment repairs and knowledge of the potential hazards and necessary safety precautions associated with the work.
- Assist the Street Department or other departments in performing outdoor work as required
- Participate in other tasks, which could be assigned to the Public Works Department, by the Public Works Committee, Common Council and/or Mayor.

MINIMUM TRAINING, EDUCATION AND EXPERIENCE REQUIRED TO PERFORM JOB DUTIES

- High School Diploma or GED equivalent is required (must be 18 years of age)
- Vocational/Technical college diploma in auto/truck mechanics with related experience preferred, or any combination of education (e.g. beyond High School) and experience that provides equivalent knowledge, skills and abilities.
- Must have a valid Commercial Drivers License with classes B, C, D and N endorsements. Current Employee will be allowed 90 days from initial start date to obtain or such time as the Wisconsin Department of Transportation Division of Motor Vehicles may schedule to obtain the necessary license.
- Previous work in field construction or maintenance work and/or the operation of construction equipment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM JOB FUNCTION

- Mechanical knowledge required of diesel and gas equipment
- Knowledge of the methods, tools, equipment, materials and practices used in the construction and maintenance of streets, sidewalks, curb and gutter, storm sewer, water distribution system, sewer collection system, traffic signs and signals, pavement markings and public work facilities.
- Knowledge of the operation and maintenance of heavy –duty trucks, front-end loader, loader-backhoe, skid –steer, and other public works equipment.
- Ability to understand and follow oral and written instructions.
- Skill in the use of hand and power tools related to work.
- Ability to read and interpret maps, diagrams, and equipment operations manuals; to maintain records; to make basic arithmetical calculations; and to establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Thorough knowledge of the geography of the City, including the layout and location of streets and alleys.
- Must have a working knowledge of computers and electronic data processing

WORKING ENVIRONMENT

- Most work may be subject to mechanical and chemical hazards, fumes, mists, gases, and poorly ventilated conditions.
- Much of the work is performed inside the workplace environment, in extreme heat, in wet or humid conditions; exposure to levels of noise that are very loud, distracting and/or uncomfortable vibrations, burn hazards, noxious odors, dust and a physically confined workspace.
- At times the work may be performed outside the workplace environment and subject to dramatic shifts between extreme heat and normal or cold temperatures, or between extreme cold and normal or hot temperatures;
- Sometimes work may be performed in extreme cold, and subject to height and fast moving vehicle hazards. In unusual situations, hazardous conditions exist such as electrical.

PHYSICAL REQUIREMENTS

- Most of the time is spent standing, walking, bending/twisting, reaching, feeling, using near vision, a low level of lifting objects weighing 10 lbs. or less, a low level of carrying objects weighing 10 lbs. or less, a low level of pushing/pulling objects weighing 10-25 lbs., a low level of handling, and a low to medium level of fingering.
- Quite often time is spent stooping, kneeling, crouching, grappling, climbing using legs and feet, climbing using legs and arms for support, hearing, a medium level of lifting, a medium level of

carrying, a high level of pushing/pulling, a medium level of handling, and a high level of fingering.

- Sometimes time is spent talking, a high very high level of lifting objects weighing 50-100 lbs., and a high level of carrying objects weighing 50-80 lbs.
- Occasionally time is spent crawling, balancing, a very high level of carrying objects weighing 100 lbs. or more, and a very high level of dragging objects weighing more than 100 lbs.
- In unusual situations, sitting and using far vision may be required.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, and /or essential functions, is not exhaustive, and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Dodgeville retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

CLOSING STATEMENT

The description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Supervisor has the right to assign, direct and modify duties and responsibilities as needed.

I have read and understand the essential functions of the job.

Signature: _____ Date: _____