

**CITY OF OCONTO FALLS**  
**STREET DEPARTMENT MECHANIC & LABORER**  
**POSITION DESCRIPTION**

**GENERAL SUMMARY**

The Mechanic is responsible for carrying out the tasks assigned by the Street Superintendent including, but not limited to, the repair and maintenance of all City vehicles and power operated equipment. When not assigned to other street department tasks, the position operates as an internal vendor which provides repair and maintenance services for the municipal utilities, street, administrative, police and fire departments.

This is a hands-on street department operations position that undertakes all duties and responsibilities of the department including standby duty as directed by supervisors. The Mechanic is expected to meet position and department objectives. The Mechanic reports to the Public Works Superintendent.

**I Objectives**

- A. To provide quality public works service to the public in a cost efficient, manner that considers timeliness and responsiveness to community needs.
- B. To maintain the City's fleet of equipment in exemplary working condition while effectively monitoring and controlling.
- C. To protect the assets of the City by maintaining an inventory of assets the street department including those contained in the street department shop and tracking the use of tools and equipment.
- D. To coordinate interdepartmental billing through the use of computers.
- E. To carry out specific tasks as directed by Supervisors.
- F. To promote a work environment which encourages effective interaction with co-workers.
- G. To follow and adhere to the policies and work rules of the Administrator, and Street Superintendent.

**II Experience Requirements**

- A. High school education
- B. Two years of post-high school mechanical services education certification/Associates Degree or four years of equivalent experience.
- C. Commercial Driver's License with A, B, C, & D endorsements.
- D. Welding and Hydraulics Training.

- E. Experience with air brakes
- F. Experience with automotive 12-volt electrical system
- G. Basic computer skills including knowledge and experience with word processing, spreadsheet and data base software.
- J. Knowledge and experience with the operation and maintenance of large machinery including, but not limited to, dump trucks, tandem axle vehicles, leaf suckers, snow plows, back hoes, brush chippers, end loaders, tractors, lawn mowers, sewer cleaning equipment, air compressors and hammers, etc.
- K. Experienced in snow plowing with large trucks and end loaders.
- L. Prior experience with public works services including, but not limited to, park and recreation facilities, street repairs and maintenance, snow removal, storm sewers, lifts stations, etc.

### **III Preferred Experience, Not Required**

- A. Certified auto technician, ASE.
- B. Certified to complete vehicle inspection reports.
- C. Automotive Air Conditioning Certification
- D. DOT Air Brake Certification
- E. Automotive Electric Certified
- F. Experience or training in interdepartmental billing and budgeting.

### **IV Working Conditions and Personal Requirements**

- A. U. S. Citizenship Required
- B. Valid Wisconsin Commercial Driver's License required along with good driving record.
- C. Maintains availability in emergency situations related to all public works or utility situations.
- D. Participates in a 24-hour standby program to assist in emergency situations related to all public works, utility or community wide issues.
- E. Must be able to work in disagreeable environments and conditions including but not limited to, traffic, dirt, noise, fumes, hazardous surroundings, etc., and all types of weather conditions including heat, cold, precipitation.
- F. Must have physical capability to qualify for wearing various types of safety equipment and personnel protective clothing.

- G. Must be available, possibly after regular business hours, to recommend “buy or repair” options to city officials.
- H. Available to attend continuing professional education courses to improve work related abilities.
- I. Physical strength is required to lift heavy items up to 50 lbs.
- J. Maintain a positive public image and demonstrate a professional level of interaction with City residents including, but not limited to, streets, garbage pickup, sewer back-up, and park maintenance.
- K. Able to perform work requirements with minimal supervision.
- L. Must have a positive attitude and respect for management decisions and policies.
- M. Encouraged to become involved in community organizations and events.
- N. Must have superior level of self-motivation.
- O. Availability and willingness to perform other duties as may be required.

**V Reports to**

Public Works Street Superintendent

**VI Wage Rate**

Compensation based upon qualification and experience.

**VII City of Oconto Falls Prerogative**

This job description should not be interpreted as all inclusive. The City of Oconto Falls reserves the right to determine the depth and breadth of position description objectives and requirements. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description as required to best serve the interest of the City of Oconto Falls. Likewise, the hours of this position will be scheduled to best serve the needs of the City.