

# JOB DESCRIPTION

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## MECHANIC AND CDL DRIVER

**Immediate Supervisor:**

Public Works Director

**Classification:**

Full Time

### I. Position Overview

- A. Responsible for performing routine mechanical maintenance on all Town equipment, trucks and machinery to keep it in safe and reasonable working order.
- B. Responsible of operating town equipment and vehicles, including vehicles over 26,001 pounds with and without a trailer over 10,001 pounds.

### II. Examples of Duties

- A. Perform daily or weekly assignments.
- B. Keep all Town equipment, trucks and machinery in safe and reasonable working order. Trucks shall be kept up to DOT standards.
- C. Maintain a schedule for equipment maintenance and associated documentation and adhere to it.
- D. Service and repair all equipment and vehicles
- E. Assist with snow removal as assigned.
- F. Assist with road work as directed
- G. Respond to the public in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- H. Contains costs by using warranty; evaluating service and parts options.
- I. Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- J. Updates job knowledge by participating in educational opportunities; reading technical publications.
- K. Keeps shop clean and organized.

- L. Perform other duties as assigned by the Public Works Director.

### **III. Qualifications**

A. Knowledge of

- Lockout/Tag out Practices
- Significant experience with and knowledge of diesel and gasoline engines, vehicles ranging from half ton pickup trucks to tandem axle dump truck with air brakes, hydraulic systems, air systems, vehicle and equipment heating and air conditioning systems, standard and hydrostatic transmissions.
- Work with metal fabrication and use all types of welding and cutting torches.
- Operating and repairing lawn mowers, chainsaws and other small engines.
- Operating and repairing heavy equipment, single axle and tandem trucks.
- Occupational hazards and standard safety practices.
- Basic mathematical principles.
- Federal, state and local laws, codes and regulations related to areas of assignment.

B. Ability to

- Schedule regular preventative maintenance services
- Work independently with minimal supervision.
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work.

### **IV. Education and Training**

- A. Equivalent to the completion of the twelfth grade.
- B. Diesel Mechanic Certificate and/or 5 years work experience

### **V. License/Certificates**

- A. Possession of valid Wisconsin Driver's License
- B. Ability to obtain a Commercial Driver's License Class ABCD within 3 months of hiring.
- C. Certificate to work on air conditioning systems on vehicles and equipment preferred

### **VI. Physical Requirements**

- A. Perform moderate lifting and carrying, walking or standing for prolonged periods of time; bending, stooping, kneeling, climbing, crawling, while performing job duties.
- B. Color vision
- C. Hearing
- D. Ability to push 100 pounds and lift 50 pounds
- E. Ability to climb ladder and step ladder
- F. Ability to bend at the waist, sit, kneel, lay horizontally, climb, walk, etc. as job may require.

**VII. Working Environment**

- A. Extreme heat or cold
- B. Sustained noise
- C. Heights
- D. Electricity
- E. Lubricating fluids, cleaning solvents, batteries, diesel, gasoline, etc.
- F. Cleaning fluids normally used in custodial duties.
- G. Paints and solvents

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. 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 Town of La Pointe retains and reserves any and/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.

I have read and do understand the duties and responsibilities for the position of Town Mechanic and CDL driver for the Town of La Pointe.

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Employee Signature

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Date