

CITY OF BERLIN
POSITION DESCRIPTION
FOR
SHOP MECHANIC

DEPARTMENT:	Department of Public Works
DIVISION:	Street Department
SUPERVISOR:	Public Works Superintendent
SHIFT/HOURS:	7:00 a.m. - 3:30 p.m. M-F, (other hours as needed)
CATEGORY:	Three (3)
SALARY SCALE:	\$45,188-\$58,745

JOB SUMMARY

The Shop Mechanic repairs and maintains equipment for the Public Works, Oakwood Cemetery, Parks and Recreation Department, and Berlin Aquatic Center for the City of Berlin, and performs manual labor related to repair, construction and maintenance of streets and public facilities. This position works independently, but with the general overall supervision of the Director of Public Works, performing mechanical work, repairing the fleet of power equipment of the City.

ESSENTIAL JOB FUNCTIONS

- (1) Skilled mechanical work in the repair and maintenance of construction equipment, including work on automobiles, pickup trucks, dump trucks, line trucks, digger derricks, tractors, loaders/backhoes, diesel generators, and related equipment.
- (2) Skilled mechanical work in the repair and maintenance of lawn care and weed control equipment, including power mowers, chain saws, air-compressors, etc.
- (3) Repair and maintain City street light system and Christmas decorations.
- (4) Maintain adequate supplies inventory for shop including oils, greases, towels, chemicals, and other related public works supplies.
- (5) Skilled work in the repair and maintenance of plumbing systems in City owned buildings, and outdoor fixtures.
- (6) Welding and fabricating items and materials to be used by various City departments.
- (7) Disassemble and reassemble major equipment for machining and rebuilding by an independent shop.

- (8) Perform bodywork and painting; repair, replace, and rebuild worn or broken parts on automobiles, trucks and other equipment.
- (9) Perform adjustments on carburetors, motors, transmissions, differentials, clutches, gasoline and diesel engines, hydraulic systems, and other automotive and related equipment.
- (10) Use acetylene cutting torch and arc welder in the cutting, welding, and straightening of metal for utility vehicles and construction equipment, and other machinery and apparatus.
- (11) Keep accurate up-to-date maintenance records for all major equipment.
- (12) Repair and maintain lighting systems in various City buildings.
- (13) Skilled mechanical work in the repair and maintenance of Fire department equipment in emergency situations.
- (14) Skilled mechanical work in the repair and maintenance of Police automobiles and equipment as needed.
- (15) Skilled mechanical work in the repair and maintenance of forestry equipment.
- (16) Repair streets, fill potholes, seal cracks, and pour concrete.
- (17) Clear brush, rake leaves, and mow roadsides.
- (18) Open and unplug frozen storm sewers.
- (19) Sweep streets, paint crosswalks, centerlines, and parking lanes.
- (20) Shovel, plow, snow removal, salt streets.
- (21) Assist with installing and maintaining traffic and other regulatory signs.
- (22) Check, clean, and maintain all equipment used.
- (23) Check, clean, and maintain plumbing, electrical, back-up generators, as needed in various City buildings.
- (24) Operate trucks, loaders, tractors, and other related equipment.
- (25) Maintain cleanliness and orderliness of the garage facility.
- (26) Pick up refuse and discard items.

- (27) Assist other departments as assigned.
- (28) Repair curbing, catch basins, and manholes
- (29) Install and remove snow fence.
- (30) Cut, trim, and remove trees.
- (31) Perform other related public works assignments as required.
- (32) Repair and maintain equipment and structures at the Aquatic Center.

SKILLS & QUALIFICATIONS

- (1) Thorough knowledge of methods, materials, and techniques used in general maintenance and repair of public works equipment, including thorough knowledge of procedures involved in repairing, rebuilding, and overhauling engines, transmissions, clutches, differentials, hydraulic systems and other assemblies.
- (2) Thorough knowledge of methods, materials, and techniques used in general maintenance, construction, and repair of public works facilities.
- (3) Thorough knowledge and ability to use and apply standard practices, methods, tools, and equipment of the automotive mechanic's trade.
- (4) Knowledge of welding methods, materials, equipment, and techniques.
- (5) Knowledge of the principles of internal combustion and diesel engines.
- (6) Knowledge and ability to use and apply standard practices, methods, tools, and materials of metal fabricating and welding.
- (7) Knowledge of and the ability to use and apply standard practices, methods, tools and materials in the maintenance and repair of diesel generators.
- (8) Knowledge of the occupational hazards and necessary safety precautions of equipment operation, and of the automotive mechanic's trade.
- (9) Ability to follow oral and written instructions.
- (10) Ability to communicate effectively, cooperatively, and politely with the public.
- (11) Alertness and willingness to learn.

SPECIAL REQUIREMENTS

- (1) Residency within a 15-mile radius of Berlin City Hall.
- (2) High school diploma or accredited equivalent degree.
- (3) One-year diesel mechanics course or a one-year auto mechanics course from an accredited vocational school. (An ideal candidate would possess a two-year associate degree in auto technology.)
- (4) Possession of a valid Wisconsin Driver's License.
- (5) Possession of a valid Commercial Driver's License.
- (6) One year experience as an automotive mechanic, diesel mechanic or in a related field.
- (7) Experience in hydraulic repair.

DESIRABLE TRAINING AND EXPERIENCE

- (1) Extensive experience (more than one-year) as an automotive mechanic, diesel mechanic or in a related field.
- (2) Experience in repair and maintenance on construction, lawn care, weed control, trucks, trailers, and snow removal equipment.
- (3) Experience in shop and field welding and fabrication.

PHYSICAL DEMANDS

- (1) Ability to lift heavy objects up to 100 lbs, frequently lift and/or carry objects of up to 50 lbs, and perform long periods of heavy manual work.
- (2) Must be able to function with no limitations or restrictions.
- (3) Ability to frequently reach above shoulders, crawl, kneel, and repeatedly bend.
- (4) Ability to use fingers and both hands or compensate with the use of acceptable prostheses.
- (5) Ability to use both legs or compensate with the use of acceptable prostheses.
- (6) Good coordination and sense of smell.

- (7) Clear vision in both eyes, with depth perception, field of vision, ability to distinguish basic colors, and ability to distinguish shades of color (glasses, contacts or other acceptable vision correction acceptable).
- (8) Ability to hear conversational voice up to 15 feet away in at least one ear (aid permitted).
- (9) Ability to work in all weather extremes.