



Job Title	Master Mechanic
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

The Master Mechanic performs a range of skilled and semi-skilled work in the maintenance, rebuilding, and repair of municipal apparatus and equipment including mechanical and electrical equipment and leads other mechanics in the same.

Supervision

Received	Assistant Fleet Supervisor
Exercised	Equipment Mechanics

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Schedules and performs preventative maintenance on vehicles, machinery, and related equipment, leading other mechanics in such maintenance.
- Trains, supervises, and provides input into evaluation of staff; ensures compliance with applicable safety and health rules and regulations; inspects and monitors outside contractors engaged in repair activities; and prepares logs and reports.
- Schedules, prioritizes, and performs diagnostics and repairs on vehicles, machinery, and related equipment reported by operators and supervisors.
- Performs basic auto body work, refinishes apparatus, and performs related welding and sandblasting work.
- Recommends whether major repairs are handled in-house or subcontracted to outside vendors.
- Keeps detailed maintenance and repair records.
- Orders parts and supplies to ensure maintenance and repairs can be made in a timely manner on municipal vehicles and equipment.
- Receives, stocks, and controls inventory of parts and supplies for municipal vehicles and equipment; manages and orders fuel for various vehicles.
- Builds and fabricates materials for vehicle and equipment repairs.
- Coordinates annual state inspections on all road vehicles and machinery.

- May be required to perform other DPW-related labor activities in other functional areas and participate in broader snow and ice operations.
- Mandatory participation in the Snow & Ice Program; may include road treatment, plowing, snow hauling, etc.
- Performs other related job duties as required.

Education and Experience

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Extensive technical or specialized training such as that which would be acquired by an Associates Degree or two years of technical or business school.
- Four to six years of related experience.
- CDL Class B.
- 2A/1C/4G Hoisting Engineer license.

Beneficial:

- Automotive Service Excellence (ASE) certification series T1-T8.
- Automotive Service Excellence (ASE) certification series L3.
- EPA 609 certification.
- CDL Class A.

Knowledge, Ability, and Skill

In addition to appropriate education and experience, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Principles, procedures, methods, and techniques involved in the repair and maintenance of gasoline, diesel, and electric motor vehicles and equipment. • Welding, body work and refinishing and computer enabled devices. • Repair of electrical and hydraulic systems. • Safe repair practices. • Best practices in personnel management and scheduling.
Ability to	• Multi-task and manage conflict. • Communicate effectively both orally and in writing. • Maintain effective collaborative working relationships. • Meet deadlines. • Work independently. • Read and interpret project drawings, blueprints and maps. • Significant mechanical abilities are required to repair and maintain a variety of motorized equipment. • Operate light and heavy motor equipment. • Use standard and special motor mechanic's tools. • Perform welding and brazing operations. • Follow detailed written instruction/repair manuals. • Troubleshoot electrical and mechanical problems and determine appropriate, cost-effective solutions for vehicles and equipment.

Skill in	• Strong communication, problem-solving, and customer-service. • Operating above mentioned equipment. • Strong recordkeeping, organization, and planning. • Interpersonal skills to effectively interact with other municipal employees and a variety of outside repair/service vendors.
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Physical and Environmental Working Conditions

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed in typical shop conditions or outdoors, regardless of weather conditions. May be required to be on call for 24 hours or be under prolonged pressure during emergency situations.
- Work requires moderate and intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s), and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.
- Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination.
- Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use. Visually inspects surroundings and fine details to assess conditions of vehicles and equipment.
- Regular and sustained periods of time in strenuous physical exertion, requiring the ability to lift, carry and position heavy objects up to and including 100 pounds, utilizing proper body mechanics and techniques.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer