

# **TRANSFER / PROMOTIONAL OPPORTUNITY FOR EQUIPMENT MECHANIC IV**

**THE PURPOSE:** Equipment Mechanic IVs maintain, repair, and inventory machinery, shop equipment, power tools and hand tools at the Public Works shop and at other locations in the field. Equipment Mechanic IVs may also be required to perform administrative work in the areas of budgeting, purchasing, and inventorying of equipment.

## **ESSENTIAL FUNCTIONS:**

- Servicing and repairing pneumatic tools, power tools, small engines, outboard motors, electric and gasoline pumps, and all other equipment and accessories in the shop and in the field.
- Checking equipment and tools into and out of city inventory, maintaining accurate records of inventory.
- Ordering new tools and equipment, maintaining adequate stock levels of parts and tools inventory.
- Assisting in determining the budget for new tools and equipment.
- Researching new tools and equipment for quality and durability; recommending new tools and equipment based on research.
- Developing and consistently improving preventative maintenance program for tools and equipment.
- Developing special tools and accessories from drawings and instructions.
- Sharpening tools, calibrating job-related equipment.
- Safely operating forklift.
- Maintaining job-related equipment for work shelters including propane and stove equipment.
- Assisting in the service and maintenance of lifts and booster stations.
- Servicing submersible pumps, assisting in the installation and removal of pumps.
- Installing and servicing level and rain gauges, pollution stations and accessories.
- Installing and servicing various models of gates, grates, screens, etc., on large sewer structures.
- Training and developing subordinate employees.
- Performing other job-related responsibilities as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Current status and at least 3 months of experience as a regularly appointed city employee.
2. Two years of experience in equipment maintenance performing duties related to this position at or above the level of Equipment Mechanic II.
3. Valid Driver's License at time of appointment and throughout employment.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Knowledge of equipment maintenance
- Oral communications skills
- Written communication skills
- Organizational skills
- Ability to deal effectively with the public
- Ability to direct, instruct and train personnel
- Ability to prepare reports and studies
- Ability to lift and carry objects weighing 50 lbs or more; physical ability to climb and work outdoors in inclement weather

**THE CURRENT SALARY RANGE (254) IS** \$37,349 - \$43,265 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**APPLICATION PROCEDURE:** An application may be obtained from the Department of Employee Relations web site ([www.milwaukee.gov/der](http://www.milwaukee.gov/der)), in person or via mail from DER (200 E. Wells St, Room 706, Milwaukee, WI 53202), or by calling 414-286-3751.

*All completed application materials should be sent to Mr. Jeffrey Dellemann, Street & Bridges Services Manager, DPW, Infrastructure Services Division, Zeidler Municipal Building, 841 N. Broadway, Rm. 710, **by \*\*\*, 2007.***