

# LEAD EQUIPMENT MECHANIC

Recruitment #1502-1142DC-001

**List Type** Transfer/Promotional  
**Requesting Department** DPW-OPS-FORESTRY  
**Open Date** 3/27/2015  
**Filing Deadline** 4/17/2015 11:59:00 PM  
**HR Analyst** Jeff Harvey

## **PURPOSE**

**PURPOSE:** The Lead Equipment Mechanic provides supervision and on-the-job training for all work activities associated with the maintenance and repair of a large fleet of outdoor power equipment utilized by the Forestry Section in landscape and tree maintenance operations.

## **ESSENTIAL FUNCTIONS**

- Diagnoses and makes minor and major repairs to outdoor power equipment and forestry maintained specialty vehicles (skid loaders, chippers, mowers, and tractors) including 2-cycle and 4-cycle gas/diesel engines, transmission and power train components, electrical, fuel and ignition system, hydraulic systems, spray pumps and apparatus tires and trailers.
- Schedules, coordinates, monitors and performs preventative maintenance on forestry section equipment including fluid changes, lubrications, mower blade sharpening and replacement, tune-ups, multi-point inspections, wear component replacements to maximize equipment service life and minimize equipment breakdown and downtime.
- Supports Forestry field operations by coordinating, dispatching and responding to service calls, performing field diagnostic and light repairs, transporting equipment, and performing off-site maintenance in forestry districts as needed.
- Performs repairs that require heating and/or cutting with an oxygen-acetylene torch, welding, and light carpentry work in fabricating frame and body components and using specialty tools.
- Makes repairs to equipment, framing, vehicles and trailers.
- Performs and maintains general shop cleanliness, parts inventory and storage, part ordering, shop safety and cleanliness inspections, and maintains a safe and orderly personal work space and shop environment for employees.
- Operates various machinery and hand power tools to complete repairs, fabricate materials associated with maintenance and repairs of forestry outdoor power equipment.
- Assists the Shop and Maintenance Supervisor in planning, organizing, and schedule repair and maintenance work.
- Monitors and inspects work in progress and completed work performed by Equipment Mechanics.
- Provides on-the-job training for Equipment Mechanics at work sites to ensure safe, knowledgeable and efficient job performance.
- Compiles accurate training records.
- Enforces the Division's Work rules and safe work procedures.
- Prepares, compiles, and maintains accurate daily and bi-weekly work progress records, equipment maintenance logs, safety inspection/training records and accident or injury reports.

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*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **CONDITIONS OF EMPLOYMENT**

Employees must possess a set of standard industry hand tools needed to perform the job in a safe and efficient manner.

### **MINIMUM REQUIREMENTS**

1. Current status a regularly appointed City of Milwaukee employee having passed probation for the current position held.
2. Four (4) years of experience in repairing and overhauling outdoor power equipment and specialty vehicles used in the landscape and tree care industry. NOTE: Two years of experience in automotive mechanics or an associate's degree in small engine repair or automotive mechanics, may be substituted for two years of experience repairing outdoor power equipment.
  - **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications claiming college credit without transcripts attached will be considered incomplete and will be rejected.*
3. Valid driver's license at time of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS**

- Welding experience.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of current procedures, processes, methods, materials, tools and equipment in outdoor power equipment repairs and maintenance and repair facilities.
- Knowledge of the function and repair of two and four cycle gas and diesel engines.
- Knowledge of safety practices and procedures while making mechanical repairs.
- Knowledge of the administrative and housekeeping duties associated with operating and maintaining a repair facility. Ability to train, supervise, motivate, and evaluate employee work performance.
- Ability to apply technical knowledge and deductive reasoning to troubleshoot, diagnose, and repair equipment with accuracy and speed.
- Ability to use various equipment types in diagnostic and preparation steps for repairs, such as electrical current meters, electronic and mechanical diagnostic equipment, gauges, hones, bench and portable grinders, taps, boring machines, micrometers, pneumatic and hand power tools, and specialty tools and machinery common to small engine/equipment repairs.
- Ability to diagnose and troubleshoot 2 and 4-cycle engines, fuel delivery systems, ignition systems, electrical systems and wiring.
- Ability to operate the tools and equipment required to maintain and repair equipment.
- Ability to cut and weld metals using oxyacetylene or arc welding equipment.
- Ability to work in uncomfortable positions and in shop and outdoor field conditions.
- Ability to understand technical manuals and information required to perform maintenance and repair.
- Ability to work independently with minimum direct supervision.

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- Ability to develop and maintain relationships with other department personnel and have positive interactions with the general public.
- Ability to maintain good relations with employees and lead a team that consistently provides excellent fleet support and customer service.
- Ability to communicate effectively and maintain accurate equipment maintenance records.
- Ability to move equipment or materials weighing up to 50 pounds and more with assistance.

### **CURRENT SALARY**

SALARY (PG 7FN): The current starting wage for City of Milwaukee residents is \$42,880 annually. The non-resident starting wage is \$41,828 annually.

### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the DPW Forestry Division 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.

- *NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.*