

EQUIPMENT MECHANIC IV

Recruitment #2103-0899DC-001

List Type	Original
Requesting Department	DPW-WATER-DISTRIBUTION
Open Date	3/4/2021 10:30:00 AM
Filing Deadline	3/31/2021 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Equipment Mechanic IV maintains, repairs, and inventories the machinery, shop equipment, power tools, and hand tools both at the Milwaukee Water Works (MWW)-Distribution field headquarters and at field locations.

ESSENTIAL FUNCTIONS

Maintenance and Repair

- Service and maintain submersible electric and gas-powered pumps, branch machines, drill rigs, generators, tapping machines, and other specialty equipment and tools.
- Establish and maintain a preventive maintenance program for all necessary equipment, hand tools, portable power equipment, and power machinery.

- Set up and maintain a preventive maintenance database.
- Design, lay out, and fabricate special tools and accessories from simple drawings and instructions to improve methods for safer work and increased productivity.

Inventory Management

- Work directly with the Distribution Management group to manage inventory by ordering materials, tools, equipment, and other items to maintain adequate stock levels.
- Research and recommend various types of equipment for purchase.

Field Operations

- Operate equipment such as forklifts and other vehicles.
- Perform service calls in the field to repair equipment and tools.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

IMPORTANT:

The Equipment Mechanic IV is considered essential staff during the current public health emergency.

The Equipment Mechanic IV must be able to:

- Be on call 24/7 to respond to various emergencies such as water emergencies and other unforeseen situations that may include evenings, weekends, and holidays.
- Perform physical work that includes walking, climbing ladders, crawling, working in confined spaces, reaching, pushing, pulling, and transferring and moving objects weighing up to 50 lbs.
- Tolerate various indoor environmental conditions (e.g., noise, vibration, dirt, fumes, and pollen) and work outdoors in all types of weather conditions for extended periods of time.
- Wear a respirator while performing some duties.

MINIMUM REQUIREMENTS

1. Two years of experience in engine maintenance and repair performing duties related to the essential functions of this position.
2. Valid driver's license at time of application. Satisfactory driving record at time of application and throughout employment. **Driver's license number must be listed on the application.**
3. Valid State of Wisconsin Commercial Driver License (CDL) (Class A or B) without the Air Brakes restriction within six months of appointment and throughout employment.
4. Passing the six-month probationary period is contingent upon being trained and certified in forklift operation by the Department of Public Works (DPW)-Operations-Fleet Services.

*Equivalent combinations of education and experience may be considered. For example, coursework in small engine repair or automotive mechanics may be substituted for up to one year of the experience as described in #1, above. **NOTE: To receive credit for college or technical school, transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov.***

DESIRABLE QUALIFICATIONS

- Welding experience.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of the materials, methods, tools, and equipment used in the maintenance and repair of water distribution infrastructure.
- Ability to apply technical knowledge and deductive reasoning to safely and accurately operate, troubleshoot, diagnose, and repair gasoline engines, hydraulic systems, electrical motors, and pneumatic equipment.
- Ability to properly diagnose and fix problems with equipment used by various tradespersons, including machinery, shop equipment, power tools, and hand tools.
- Skill in welding and cutting ferrous metal using gas or electricity.
- Knowledge of the safety principles and practices involved with making mechanical repairs.
- Ability to safely operate forklifts and other vehicles.
- Ability to read and understand policies, procedures, and technical documents.
- Ability to complete required forms clearly, accurately, and completely.

- Skill in following simple drawings and instructions to design and fabricate special tools and accessories.
- Knowledge of mathematical concepts such as whole number operations, fractions, volume, decimals, formulas, and measurement to be able to accurately make calculations, determine amounts of material needed, and take measurements.

Inventory Management Skills

- Knowledge of inventory management processes and procedures to be able to order materials, tools, equipment, and other items.
- Organizational and record-keeping skills to be able to maintain accurate equipment maintenance records.
- Planning skills to be able to proactively plan and execute preventive maintenance.
- Computer skills sufficient to maintain a preventive maintenance database and manage inventory.

Interpersonal Skills and Professionalism

- Ability to build cooperative, effective relationships in a team environment with managers, coworkers, other city staff, and the public whose backgrounds may differ from one's own.
- Ability to remain calm during emergency situations.
- Honesty and the ability to safeguard City resources.

CURRENT SALARY

The current starting salary rate (Pay Range 7EN) is \$40,640 annually, and the resident incentive starting salary for City of Milwaukee residents is \$41,859.

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance

- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Wednesday, March 31, 2021**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- **APPLICATIONS** and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code 702

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.