

# EQUIPMENT MECHANIC IV

Recruitment #1902-0899DC-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DPW-OPS-SANITATION
<b>Open Date</b>	4/15/2019 3:20:00 PM
<b>Filing Deadline</b>	5/6/2019 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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## INTRODUCTION

**\*\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY \*\***

## PURPOSE

Under the direction of the Mechanical Maintenance Supervisor, the Equipment Mechanic IV is the lead worker for the Sanitation yard support staff that maintains and operates yard facilities, equipment, and inventory and provides services such as brine production and storage.

## ESSENTIAL FUNCTIONS

### Salt Stock & Deicing Liquid Production/Dispensing/Storage/Recordkeeping

- Guide and assist other Sanitation staff regarding the quality control of manufactured brine including the operation of deicing liquid production, conducting related equipment inspections and maintenance of brine storage equipment and facilities.
- Assist in training of staff and monitor operation to ensure quality of product and accurate production, dispensing, storage and recordkeeping of the product.
- Work with yard staff to conduct regular salinity sampling and maintain proper documentation to ensure consistent quality control and effective brine chemistry.
- Assist in anticipating upcoming product inventory to ensure adequate inventory at each Sanitation yard location.

- Diagnose problems or issues with the various material handling, dispensing systems and storage for products such as calcium chloride, brine, and salt.
- As lead worker, conduct repair and maintenance of Sanitation-owned stock including refuse containers, litter receptacles, salt conveyors, calcium chloride delivery systems, brine manufacturing systems, cart and equipment inventories.
- Assist with the coordination of salt deliveries.
- For salt dome stockpiling with use of conveyor, monitor proper loading to ensure the safety of personnel and protection of equipment and facilities; assist with the training of field staff in these procedures.

### Inventory/Equipment Maintenance and Repair

- Assist Mechanical Maintenance Supervisor to oversee equipment maintenance schedules and maintain detailed documentation and recordkeeping.
- Coordinate inventory of refuse container supplies including the repair and maintenance of containers to extend useful life.
- Take delivery of new stock, provide for and oversee organized inventory and storage of containers.
- Work with various Sanitation personnel to maintain inventory records and reporting.
- Guide and assist other Sanitation staff regarding the performance of maintenance and repairs to various equipment and tool supplies citywide; record location and document use to keep track of tools and supplies.
- Assist the Mechanical Maintenance Supervisor to research new products; work with management relative to purchases and implementation.
- Review maintenance needs and design; layout and fabricate special tools and equipment as needed to solve maintenance issues or repair obsolete equipment.

### Facilities Maintenance and Property Repairs

- Conduct minor repairs and alterations to correct and repair conditions, support operations and satisfy safety requirements at various Sanitation facilities, including performing minor carpentry, plumbing, electrical, painting and masonry repairs.

- Perform property damage repairs to lawns, mail boxes, and fencing/fence posts resulting from heavy equipment operations in an urban environment.

### Lead Worker Duties

- Assist in providing on-the-job training for Sanitation field personnel at work sites to ensure safe, knowledgeable, and efficient job performance; compile accurate training records.
- Enforce the Sanitation Division's work rules and safe work procedures.
- Prepare, compile, and maintain accurate work progress records, periodic employee performance documentation, equipment maintenance logs, safety inspection and training records, and accident or injury reports.

*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

The Equipment Mechanic IV must be able to:

- Work beyond assigned shifts to respond to various emergencies such as snow and ice operations and other emergencies that may include evenings, weekends and holidays.
- Exert force to move (push, pull, lift) with assistance objects weighing up to 100 pounds occasionally, lift up to 50 pounds frequently, and lift up to 20 pounds consistently.
- Work outdoors in all types of weather conditions for extended periods of time.
- Tolerate various environmental conditions indoors and out (e.g., noise, vibration, dirt, and pollen).
- Perform physical activities in work environments that require walking and standing, crawling, crouching, stooping, kneeling, reaching, balancing, pushing, and pulling.
- Ability to tolerate a variety of fumes, odors and gases produced by various equipment and/or chemicals.
- Ability to work in confined crawl spaces and at considerable heights.

## MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Two years of experience operating, maintaining and repairing equipment and facilities, performing duties related to the essential functions for this position.
3. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may be considered. For example, one year of experience in automotive mechanics or an associate's degree in small engine repair or automotive mechanics may be substituted for one year of the experience as described in #2, above.*

*NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application.*

## **DESIRABLE QUALIFICATIONS**

- Welding experience.

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

- Knowledge of current procedures, processes, methods, materials, tools, and equipment related to power equipment repair and maintenance and repair facilities.
- Knowledge of safety practices and procedures involved with making mechanical repairs.
- Knowledge of the administrative and housekeeping duties associated with operating and maintaining a repair facility.
- Ability to apply technical knowledge and deductive reasoning to troubleshoot, diagnose, and repair equipment with accuracy and speed.
- Skill in leading a team to consistently provide excellent Sanitation support and customer service; ability to supervise, train, and motivate employees; ability to evaluate employee work performance.
- Ability to use various equipment to diagnose and to make 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-cycle and 4-cycle engines, fuel delivery systems, ignition systems, electrical systems and wiring.

- Ability to use and operate standard industry tools and equipment required to maintain and repair equipment in safe and efficient manner.
- Ability to cut and weld metals using oxyacetylene or arc welding equipment.
- Ability to understand technical manuals and information required to perform maintenance and repair.
- Ability to maintain good relations with managers, staff, other department personnel, and the public.
- Ability to work independently as well as work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.
- Ability to maintain accurate equipment maintenance records.
- Honesty and the ability to safeguard City resources.

### CURRENT SALARY

The current salary range (Pay Range 8EN) for City of Milwaukee residents is \$40,640-\$47,077 annually, and the non-resident salary range is \$39,643-\$45,922. *Appointment will be made in accordance with the provisions of the salary ordinance.*

### SELECTION PROCESS

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: evaluation(s) of related education, experience, and accomplishments, written test(s), interview(s), or other assessment methods. The Department of Public Works reserves the right to call only the most qualified candidates to oral exams, 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. INITIAL

FILING DATE – The selection process will be held as soon as practical after **Monday, May 6, 2019**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

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

### ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO=702*

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