

# LEAD EQUIPMENT MECHANIC

Recruitment #1811-1142DC-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DPW-OPS-FORESTRY
<b>Open Date</b>	11/21/2018 2:15:00 PM
<b>Filing Deadline</b>	12/7/2018 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

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## INTRODUCTION

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

## 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 DPW-Forestry Section in landscape and tree maintenance operations.

## ESSENTIAL FUNCTIONS

- Diagnose and make 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 and diesel engines, transmission and power train components, electrical, fuel and ignition systems, hydraulic systems, spray pumps, and apparatus tires and trailers.
- Schedule, coordinate, monitor, and perform preventative maintenance on Forestry equipment, including fluid changes, lubrications, mower blade sharpening and replacement, tune-ups, multi-point inspections, and wear component replacements to maximize equipment service life and minimize equipment breakdown and downtime.
- Support 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.

- Perform repairs that require heating and/or cutting with an oxyacetylene torch, welding, and light carpentry work in fabricating frame and body components and using specialty tools.
- Make repairs to equipment, framing, vehicles, and trailers.
- Perform and maintain general shop cleanliness, parts inventory and storage, part ordering, and shop safety and cleanliness inspections; maintain a safe and orderly personal work space and shop environment for employees.
- Operate various machinery and hand power tools to complete repairs and fabricate materials associated with maintenance and repairs of Forestry outdoor power equipment.
- Assist the Shop and Maintenance Supervisor in planning, organizing, and scheduling repair and maintenance work.
- Monitor and inspect work in progress and completed work performed by equipment mechanics.
- Provide on-the-job training for equipment mechanics at work sites to ensure safe, knowledgeable, and efficient job performance.
- Compile accurate training records.
- Enforce the Forestry Division's work rules and safe work procedures.
- Prepare, compile, and maintain accurate daily and biweekly work progress records, periodic employee performance appraisals, 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 Lead Equipment Mechanic must be willing and able to do the following:

- Possess a set of standard industry hand tools needed to perform the job in a safe and efficient manner.
- Work extended hours or a flexible schedule to participate in general snow and ice operations and to support emergency storm response operations.
- Move and lift equipment or materials weighing up to 50 lbs. unaided and up to 100 lbs. with assistance.
- Work in uncomfortable positions and in shop and outdoor field conditions.

## MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of experience in repairing and overhauling outdoor power equipment and specialty vehicles used in the landscape and tree care industry.
3. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may be considered. For example, 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 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. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Official or unofficial transcripts are acceptable. Transcripts are required regardless of whether you are a current City employee.*

## DESIRABLE QUALIFICATIONS

- Welding experience.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of current procedures, processes, methods, materials, tools, and equipment related to outdoor power equipment repair and maintenance and repair facilities.
- Knowledge of the function and repair of 2-cycle and 4-cycle gas and diesel engines.
- Knowledge of safety practices and procedures involved with making mechanical repairs.
- Knowledge of repair facility operations, administration, and upkeep.
- Skill in leading a team to consistently provide excellent fleet support and customer service; ability to supervise, train, and motivate employees; ability to 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 to diagnose and prepare 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 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 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 7FN) for City of Milwaukee residents is \$42,880-\$48,402 annually, and the non-resident salary range is \$41,828-\$47,215. *Appointment will be made in accordance with the provisions of the salary ordinance. **This is a Career Ladder Position:** Employees in the Forestry Section will advance through the pay range in accordance with the City of Milwaukee Salary Ordinance upon certification by the Commissioner of Public Works of having attained the required job performance and demonstrated competencies. The Salary Ordinance can be accessed here:*

<https://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Salary/2018SalaryOrdinance11-05-18.pdf>

## 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 **Friday, December 7, 2018**. 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 701*

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