



**City of Milford**  
**Head Mechanic**  
Pay Grade: G09

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**Employment Status:** Full- Time

**FLSA Status:** Non- Exempt

**Experience Required:** Some experience in repairing automotive equipment and power-driven equipment; 5 years of experience working on automotive and construction equipment; NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Must pass pre-employment testing for substance abuse, criminal background and motor vehicle driver's license history. Safety sensitive positions may be subject to random drug and alcohol testing according to City policy. Possession of Class B CDL, Class C UST operator. Certified underground storage tank.

**Minimum Education Requirements:** High school diploma or equivalent

**Direct Supervisor:** Public Works Director

**Supervisory Responsibility:** None

**Primary Work Location:** Garage

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**Job Summary:** Performs and oversees technical and mechanical work that includes repairing and overhauling automotive equipment; may include administrative and/or record keeping functions.

The Head Mechanic shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Head Mechanic shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

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**Supervision Received:** Work is performed under the general supervision of the Public Works Director.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Schedule work to be done. Schedule all vehicle maintenance.
- B. Order parts. Keep inventory of parts.
- C. Write repair orders after each job is completed. File paper work.
- D. Keep all maintenance records. Take vehicle mileage.
- E. Perform light welding work.
- F. Clean shop floor.
- G. Make sure all vehicles are DOT Certified.
- H. Install insurance cards and registration cards in all vehicles.
- I. Perform vehicle title work at MVA.
- J. Steam-cleans vehicles.
- K. Perform minor motor repair and replacement work.



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- L. Maintains all required records on fuel system.
- M. Availability when emergency repairs are required.
- N. Performs related work as required.

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**

An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Methods, tools, and equipment used in the repair of light automotive, passenger car, truck, construction, and maintenance equipment

**Skills**

- Use and operation of tools and machinery used in repair work
- Communication- able to understand written and oral communication.

**Abilities**

- Diagnose common defects in the motors and bodies of automobile arts.
- Keep records of repair and service operation and to make reports.
- Adapt to available tools and repair parts for specific repair problems.
- Interpret and work from sketches, diagrams, and installation repair charts.
- Follow written instructions accurately.



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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
  
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

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Employee:

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Human Resources Administrator:

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