



City of Milford Equipment Mechanic Pay Grade: 6

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Some experience in repairing automotive equipment and power-driven equipment; Three (3) years' 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 Delaware motor vehicle operator's license. Must pass pre-employment testing for substance abuse, criminal background and motor vehicle driver's license history. Good driving record required to retain position. All motor vehicle violations will be reported to supervisor immediately. Safety sensitive positions may be subject to random drug and alcohol testing according to City policy. Possession of Class B CDL, ASE Certification, Class C UST operator, Certified underground storage tank.

Minimum Education Requirements: High school diploma or equivalent.

Direct Supervisor: Public Works Operations Supervisor

Supervisory Responsibility: None

Primary Work Location: Garage

Job Summary: The Equipment Mechanic works closely with the Equipment Mechanic, Lead to perform technical and mechanical work, including the repair and overhaul of automotive and heavy equipment.

The Equipment 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.

Supervision Received: Work is performed under the general supervision of the Public Works Operations Supervisor.

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

- **Skilled Mechanic Duties:** Performs complex repairs on gasoline, diesel-powered, automotive, heavy, and light construction, and other power-driven equipment.
- **Mechanical Diagnostics & Repair:** Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks, and various construction equipment.
- **Electrical Systems Maintenance:** Diagnoses, maintains, and repairs electrical components, including ignition systems, computers, alternators, starters, and batteries.
- **Hydraulic & Drivetrain Repair:** Diagnoses, maintains, repairs, and reconditions hydraulic systems; identifies and repairs front and rear drive axles, drivetrain components, belts, gears, and chain drives.
- **Parts Replacement:** Replaces or repairs faulty parts such as wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, and steering mechanisms.
- **Engine Tune-Up & Emission Control:** Tunes up engines by replacing ignition parts, reconditioning, and adjusting carburetors, throttle bodies, and port fuel injection systems; repairs and maintains emission control systems.
- **Brake System Maintenance:** Repairs, adjusts, and replaces brake components including wheel cylinders, master cylinders, disc pads, machine drums, and rotors.
- **Field Repairs:** Performs minor repairs on vehicles and equipment in the field as needed.
- **Garage & Tool Management:** Maintains a clean and safe garage; operates hand tools such as grease guns, hydraulic jacks, and impact wrenches.



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- **Battery & Fluid Maintenance:** Checks batteries and fluid levels in equipment, replacing or replenishing, as necessary.
- **Preventive Maintenance:** Performs lubrication and routine maintenance on fleet vehicles and equipment.
- **Outdoor Equipment Repairs:** Troubleshoots and repairs outdoor power equipment, including mowers, weed eaters, and blowers.
- **Welding Work:** Performs light welding as required.
- **Supply Procurement:** Picks up supplies and parts from vendors or suppliers as needed.
- **Emergency Repairs:** Remains available for emergency repairs as required.
- **Other Duties:** Performs related work as assigned.

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

- Good working knowledge of standalone and network computers.
- Good working knowledge of basic automotive and equipment repair and maintenance practices.
- Knowledge and understanding of basic hand tools.

Skills

- Able to understand written and oral communication.
- Able to efficiently and safely complete work in a timely fashion.
- Establishes and maintains effective working relations with other employees, government officials, vendors, and the general public.
- Ability to make complex decisions in a timely manner.

Abilities

- Performs variety of minor mechanical repairs and preventative maintenance.
- Strength to perform manual work and physical stamina to withstand working under adverse weather conditions.
- Observes and complies with safety rules and regulations.
- Operates basic office equipment.

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 position. I would like to have a second review of the job description with my manager and human resources.

Department Director: _____

Employee: _____

Human Resources Director: _____