



City of Milford
Mechanic
Pay Grade: 106

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Some experience in repairing automotive equipment and power-driven equipment; 3 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 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: Works closely with the Head Mechanic and performs technical and mechanical work that includes repairing and overhauling automotive and heavy equipment.

The 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:

- A. Perform difficult and complex skilled mechanic duties involving repairs to gasoline, diesel powered, automotive, heavy and light construction, and other power-driven equipment.
- B. Inspect, diagnose and locate mechanical difficulties on City automobiles, trucks, and a variety of gasoline and diesel-powered construction equipment.
- C. Diagnose, maintain and repair electrical system components, ignition systems, computers, alternators, starters and batteries.
- D. Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears and chain drives.
- E. Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.
- F. Tune-up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems; repair and maintain emission control systems.
- G. Repair, adjust and replace brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors.
- H. Perform minor vehicle and equipment repairs in the field.
- I. Maintain garage in a clean and safe manner.
- J. Operate hand tools, including but not limited to, grease gun, hydraulic jack, impact.
- K. Check batteries and fluid levels in equipment and replaces or replenishes as needed.



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- L. Perform lubrication and related maintenance to fleet vehicles and equipment.
- M. Perform troubleshooting and repair on outdoor power equipment, including but not limited to mowers, weed eaters, and blowers.
- N. Perform light welding work.
- O. Pick up supplies and parts from various vendors or suppliers as necessary.
- P. Must be available to perform emergency repairs as needed.
- Q. Perform 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

- 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

- Communication - Able to understand written and oral communication.
- Time management - Able to efficiently and safely complete work in a timely fashion.
- Establish and maintain effective working relations with other employees, government officials, vendors, and the general public.
- Decision making - Ability to make complex decisions in a timely manner.

Abilities

- Perform variety of minor mechanical repairs and preventative maintenance.
- Strength to perform manual work and physical stamina to withstand working under adverse weather conditions.
- Observe and comply with safety rules and regulations.
- Operate 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 positions. I would like to have a second review of the job description with my manager and human resources.

Department Director: _____

Employee: _____

Human Resources Director: _____