



JOB DESCRIPTION

Department	Department of Public Works
Location	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title	DPW – Mechanic Crew Leader
Classification	Hourly/Non-exempt
Pay Range	\$29.12/hr. - \$36.39/hr. FT32

Job Summary

The Department of Public Works Mechanic Crew Leader reports to the Superintendent of Operations and the Director of Public Works. The Mechanic Crew Leader provides functional day to day oversight and direction of the Mechanics by coordinating and prioritizing their work assignments and reviewing completed work for conformance with standards. Establishes policies and procedures for the operations in the fleet department. Schedules preventative maintenance activities with internal departments to minimize vehicle downtime.

Job Duties

- Provides daily oversight of staff who engage in the repair and maintenance of municipal vehicles and equipment and parts inventory to include: prioritizing, assigning, and inspecting work, providing staff with training and direction; provides input into performance evaluations, assist with interviewing and hiring field personnel, ensuring employees follow policies and procedures; and maintaining a healthy and safe working environment.
- Performs administrative duties to include but not limited to preparing work orders, schedules work, assigns job tasks, monitors progress, performs shop safety inspections and ensures adherence to proper safety.
- Schedules vehicles for preventative maintenance, unscheduled repairs, and manufacturer vehicle recalls; coordinates with service providers for outside repairs on all vehicles/equipment.
- Coordinates with other departments to verify all parts are in inventory and the repair of vehicles and equipment meets deadlines; manages fleet parts inventory.
- Assist with budget planning, provides estimates, and monitors replacement budget; participates in policy and procedure development, implementation, and monitoring.
- Assist with life cycle analysis and prepares vehicles and equipment for disposal; estimates the cost and time of repairs, and determines the most cost-effective methods.
- Examines and test drives vehicle and equipment to ensure all repairs and maintenance have been completed satisfactorily.
- Ability to monitor reports using asset management software and maintain records and prepare reports on work completed.
- Ability to use and operate construction equipment such as pick-up trucks, dump trucks, bucket truck, front end loaders, backhoe, skid steer, compressors, leaf vacuums, mowing machines, snow plows, salt spreaders, generators and other maintenance equipment.
- Must understand Village policies and procedures, codes and ordinances.
- Ability to communicate effectively verbally and in writing; maintain effective working relationships with co-workers and vendors.
- Must be able to work in confined spaces.
- Must be able to wear protective safety gear while performing various related tasks.
- Knowledge of OSHA safety procedures and safe work practices.
- Performs other duties and functions as required or assigned.

Physical Requirements

- Essential job functions of this position require a significant amount of standing, walking, sitting, pushing, pulling, stooping, crouching, kneeling, climbing, and lifting and carrying a range of weight up to 100 pounds.
- Must be capable of physically demanding work in inclement weather for an extended period of time and in areas of noxious odors and smells, in wet or muddy areas, work in close proximity to loud and moving equipment and work in an environment where the noise level is usually moderately loud.

Requirements - educational, certifications and experience

- High School diploma or equivalent.
- Associate's Degree or vocational degree/certificate in automotive maintenance or similar field or an equivalent combination of training and experience.
- Automotive Service Excellence (ASE) Certification or an equivalent combination of training and experience.
- Knowledge of Tier 1 – Tier 4 Emission Regulations.

- Basic computing skills, including familiarity with desktop and laptop hardware and standard business software programs (e.g. word processing, spreadsheets, database) and the Internet.
- Must be able to perform basic math and physical measurements.
- Valid driver's license and an acceptable driving record.
- Must maintain a Commercial Driver's License Class B with air brakes endorsement.
- Successfully complete and maintain certification for First Aid – CPR training within six months of employment.
- Successfully complete Public Works Management courses.
- Successfully complete and maintain completion of Confined Space Certification.
- Must be available for overtime work and emergency call-out duty; serve on the "On-Call" list on a rotational basis.
- Typical hours are 6:00 a.m. to 4:30 p.m., 4 days a week. Workdays may fluctuate on a rotating 10 hour schedule basis with some weekend, holiday and overtime.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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