

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone: 608-266-4764

2. Class Title (i.e. payroll title):

Auto Mechanic

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Brian Boettcher, Master Mechanic

Work Phone:

5. Department, Division & Section:

Public Works, Water Utility, Operations

6. Work Address:

110 S Paterson St

7. Hours/Week: 40

Start time: 7:30 End time: 3:30

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

Perform service and maintenance of vehicles and diesel powered work equipment in order to insure availability without unnecessary interruption, and attain maximum number of years of service. Maintain miscellaneous small equipment such as tampers, gas powered saws, generators, etc.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 35% A. Perform scheduled routine service and/or maintenance on vehicles and equipment
1. Check computer records to determine needed work from mileage or hours accumulated.
 2. Perform necessary work such as oil changes, greasing, fluid changes, tune ups, tire repair/replacement both large and small, work with split rim tires.
 3. Observe all safety precautions.
 4. Report work done to Master Mechanic in written and/or oral form.

- 60% B. Receive work orders from vehicle/equipment operators concerning malfunctions.
 1. Use test equipment/analyzers etc., experience, knowledge, and sound judgment to determine the problem.
 2. Perform necessary repairs on all major vehicle/equipment components such as engines, transmissions, (standard and automatic), brake systems, (hydraulic and air), fuel systems on large trucks and tractor backhoes etc.
- 5% C. Perform necessary vehicle body repairs
 1. Replace fenders, bumpers, doors.
 2. Removal of interior panels to do repairs such as window linkages and electrical.
 3. Removal of seats, safety belts for repair/replacement.

12. Primary knowledge, skills and abilities required:

Working knowledge of the principles, methods and equipment applicable to automotive body repair. Thorough knowledge of the principles and practices of automotive service work, which would include but not limited to specialized knowledge of servicing needs of heavy duty construction equipment, knowledge of automotive mechanical repair theory, methods and tools. Ability to perform automotive body repair work. Ability to operate welding equipment. Ability to operate computers and electronic testing equipment used to analyze/determine equipment malfunctions.

13. Special tools and equipment required:

Automotive repair tools and testing equipment.

14. Required licenses and/or registration:

A valid driver's license, including CDL with proper endorsements for air brakes, etc.

15. Physical requirements:

Ability to lift 25 lbs. repeatedly, 50-70 lbs. frequently and heavier objects occasionally and to engage in strenuous activity consistent with the trade. (bend, twist, stoop, climb ladders, etc.)

16. Supervision received (level and type):

General supervision of work in progress and oversight by Master Mechanic and Maintenance Supervisor.

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.