

City of Munising

Job Description

Title: Chief Mechanic

FLSA Non-Exempt

General Summary

Under general supervision of the Operations Director of Water and Wastewater/Public Works, directs and performs City automotive and mechanical equipment repair, sets equipment repair priorities, orders parts, diagnoses general problems, and troubleshoots special problems.

Specific Duties

1. Confers with the Operations Director of Water and Wastewater/Public Works and Fire Chief on priorities for equipment repair, when to take equipment out of service for repair and maintenance, anticipated down time, nature of malfunctions, and so forth.
2. Arranges for parts, orders and follows up on parts shipment as necessary, arranges for fabricating within the shop and maintains inventory of commonly used materials and tools.
3. May road test vehicles to evaluate corrective measures.
4. Approves repaired equipment for return to operation.
5. Reads manuals, charts and other illustrations to identify unusual problems as part of troubleshooting mechanical failures.
6. Discusses equipment problems with operators receiving suggestions on repair or adjustment.
7. Reports to Operations Director of Water and Wastewater/Public Works the need for replacement or extensive repair of equipment.
8. Travels to location of equipment when breakdowns occur on projects. Repairs at the site when possible.
9. Performs routine maintenance activities on automotive and equipment: adjusts brakes, aligns wheels, tightens bolts and screws, checks tires and batteries, lubricates moving parts, and so forth.
10. Performs major overhaul activities on functional parts of automotive and mechanical equipment: disassembles engines requiring overhaul, replaces worn out or broken parts, grinds and seats valves, welds parts as necessary, and so forth. Uses mechanic's tools; grinder, welder, torch, etc., regularly.
11. Arranges for contracting work to others, such as diesel overhaul and technical equipment repair.

Qualifications Profile

1. Formal Education

High School graduate or equivalent training and experience.
Mechanically inclined background highly desirable.

2. General Requirements

- a) Ability to understand and carry out oral and written instructions.
- b) Ability to perform strenuous manual labor under adverse weather conditions.
- c) Ability to operate various kinds of equipment; such as dump trucks, backhoe, and front-end loaders, plow trucks and road graders.
- d) Ability to operate a variety of hand tools and power equipment.
- e) Must hold a valid vehicle operator's license and Commercial Driver's License.

Preferred Qualifications

- a) Completion of a metal vocation program, with welding and fabrication training and ability to design and fabricate metal projects.
- b) Possess or have ability to obtain ASE certifications
- c) Painting and body repair.
- d) Use of electronic diagnostic equipment.
- e) Electrical systems and emergency equipment repair.

General Education Development

1. Reasoning

Apply common sense and understanding to carry out instructions furnished in oral, written and/or maps.

2. Mathematical

Make arithmetic calculations involving fractions, decimals, and percentages.

3. Language

Ability to interpret drawings specification and technical manuals.

Temperament

Worker must adjust to a variety of duties involving both working alone and working with others in achieving job.

Physical Demands

Medium to vary hard work. Involves lifting, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and feeling. Must be able to pass a physical examination.

Working Conditions

Primarily outside. Exposed to weather, dampness, fumes, odors, dust, toxic conditions and other environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.