



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Equipment Mechanic I	Department	Public Works	Division	Fleet Services
Classification per 2.76 RMC	☐ Executive (City Officer or Department Head) ☐ Managerial Service ☐ Deputy/Assistant Service ☐ Supervisory ☐ Professional ☐ Confidential ☒ General Employee			Work Location	☐ City Hall ☐ Fire ☐ Health ☐ Library ☒ PW ☐ Police
Full-Time / Part-Time	☒ Full-time ☐ Part-time, Hours per week ____	Supervisor Title	Fleet Services Manager		
HR Only	Working Title	Equipment Mechanic	Salary Grade -	G	FLSA Code: ☐ Exempt ☒ Non-exempt

Position Summary – Summarize the purpose and primary responsibilities for this position.

The mechanic's position is to maintain the Department of Public Works fleet in the most efficient and professional manner.

This is skilled work in the maintenance and repair of gasoline and diesel engine-powered equipment. An Equipment Mechanic performs a variety of skilled and technical tasks in the maintenance and repair of light, medium, and heavy-duty trucks and equipment. Work ranges from minor repair to overhaul of equipment such as cars, trucks, refuse equipment, loaders, street sweepers, compressors, pumps, and other heavy construction equipment. Work involves occasional welding and machine shop operations. One or more workers may be assigned to assist as needed. Assignments are generally received from a supervisor or lead person who inspects work upon completion.

SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position		Frequency	% of Annual Total Time
Expected Work Hours	☒ Normal Business Hours (M-F, 7 am- 3:30 pm). Regular attendance is an essential function of this job to ensure continuity of service delivery, but may work alternative schedules as required ☒ Emergency callouts, before and after standard scheduled hours of work, including weekends and holidays ☐ Watch Duty ☐ Other		
Perform PM inspections and vehicle repairs on a wide range of equipment, including automobiles, pick-up trucks, one-ton dump trucks, medium and heavy-duty dump trucks, refuse packers, container hook trucks, sewer and catch-basin cleaning trucks, street sweepers, backhoes, wheel loaders, light-pole crane trucks, trenchers, directional boring machines, aerial bucket trucks, stump grinders, brush chippers, skid steers, horizontal drill trucks, trailer-mounted engine-driven air compressors, lawn mowers, weed trimmers, blowers, chain saws, roto tillers, edgers, sprayers, small diesel tractors, diesel utility tractors, concrete grinders, generators, trailer-mounted trash pumps, two- and four-cycle snow blowers, salt spreaders, and snow plows.		(N)	15
Diagnose, repair, and replace components related to gas and diesel engines; transmissions; drive shafts; differentials; and drive axles. You repair hydraulic and air brake systems; steering system components, including power steering, steering linkage, and steering alignment; and suspension systems, including coil springs, struts, leaf springs, and air-spring components. In addition, you repair DC 12- and 24-volt lighting, create and modify electrical wiring and circuits, and repair closed-loop electrical systems in gas and diesel engine control computers and transmissions. You service heating, ventilation, and air-conditioning systems, including thermostats, fan motors, switches, vent cables, and controls, and you repair A/C components such as compressors, condensers, evaporators, pressure switches, and hoses, as well as recharge vehicle A/C systems.		(N)	15

Perform preventative maintenance on vehicles by replacing air filters, fuel filters, transmission fluid and filters, and engine oil and filters, as well as lubricating the chassis and cab. You repair brake components, steering and suspension systems, electrical systems, cab HVAC filters, and vehicle lighting, including headlights, taillights, and brake lights.	(N)	10
Provide road-call service by performing field repairs on vehicles using service trucks, tow trucks, and other recovery equipment. Repair hydraulic systems, including hydraulic pumps and drive systems, hydraulic motors and cylinders, pressure-relief devices, system controls, switches, hoses, and valve bodies. You service snowplow systems by repairing snowplow brackets, hitches, electric controls, and cable controls, and you maintain salt spreader and pre-wet systems by repairing augers, hydraulic motors, electric controls, and bearings.	(D)	50
Repair automotive and diesel emission systems , including catalytic exhaust components, and perform vehicle body repairs involving metal, fiberglass, and plastic, including straightening body panels, priming, and painting. You also install decals and safety stripe tape as needed.		
Drive and operate a semi-truck tractor-trailer to move construction equipment, operate various types of equipment to assist other divisions with daily operations and emergency work, and demonstrate proper equipment use and maintenance to other divisions. In addition, you assist in the repair of city-owned property and grounds.		
Tire care, maintenance, and replacement on equipment.	(N)	20

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

Job Specific	Accountable	Responsive to the community's interests and needs; timely; dependable; consistent; answerable; effective in the use of resources; adheres to established policies and procedures as appropriate; able to justify decisions and actions.
	Driven	Goal-oriented, creative in problem solving; exhibits initiative sets and pursues high standards; motivated to succeed.
	Dedicated	Demonstrates service to others; is customer-focused; displays cultural competency and professionalism.
	Integrity	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
	Technical	Has and grows knowledge and skill in expertise; is competent and proficient in the use of available technology; develops cross-functional skills.
	United	Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
	Progressive	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.
		- Recommend changes in procedures and processes to improve efficiency. - Support initiatives such as strategic planning, LEAN, and innovation. - Maintain prompt, predictable, and regular physical attendance. - Provide truthful and accurate written and verbal communications. - Possess the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment, and efficiently utilize the tools listed in Section 7 at the proficiency levels listed.
		<u>If checked the following are applicable to the position:</u> ☒ maintains the ability to competently and credibly testify in court; ☒ maintains the ability to lawfully always operate designated motor vehicles when driving duties are performed; ☒ maintains the ability to travel throughout and enter all different properties in the jurisdiction
Job Specific	List the desired knowledge, skills, and abilities needed to be successful in performing the position	
	- Desktop PC and laptop for use in diagnostics and research, including factory-level diagnostic software on laptop. - Automotive and heavy truck scan tools for diagnostics, wire feed welder, oxy & acetylene torches, battery and charging system testing equipment, digital oscilloscope, air conditioning recovery and charging machine, volt/ohm meters, electrical test equipment. 4,000 lb to 10,000 lb capacity forklifts, 1-ton and 3-ton portable lifts, overhead and mobile cranes up to 23,000 lb, 60,000 lb recovery winch, air over hydraulic jacks, operate 32-ton and 48-ton portable heavy truck lifts. - Safely operate hand tools, wrenches, socket ratchets, hammers, punches, drifts, pry bars, air impact wrenches, air ratchets, air and electric drills, drill press, hand held air and electric grinders, wire wheels, bench grinder, plasma cutter, metal shear, metal brake, porta-powers, tire mounting and balancing equipment, metal lathe, pneumatic jack hammers, bearing press, riveting tools, frame straightening equipment, hydraulic hose crimper, wire crimper, bore scope, gear puller and installers.	

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Time management/scheduling	Overlapping projects/parts	Internet/Inventory	Manager/Lead
Quality/price of parts to be replaced	Decide if the use will be negative	Internet/Inventory	Manager/Lead
How to safely do repairs without personal injury or vehicle damage	Maintain safe practices	Safety equipment/clothing	Manager/Lead/Employee
Communication with the division/lead person/supervisor to coordinate repairs	Communication with employees	E-mail, voice mail, phone, text	Manager/Lead
Troubleshooting needed repairs	Diagnose/operate equipment	Driver/operator/other techs	Manager/Lead

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Title of individuals with whom this position typically interacts	Interaction Description	Why is it necessary?
Fleet Services Lead Person	Daily work to be done	To prioritize the work schedule
Inventory Clerks	Receive or order parts to make repairs, vehicle history	To complete repair projects
Fleet Services Manager	Discuss the project's scale, time frame, cost benefit	To assess what work will be done
User division lead, supervisor	Coordinate when repairs can be scheduled or out of service	Schedule work to cooperate with the user divisions
Drivers/Equipment Operators	Identify equipment issue/problem	To more quickly diagnose and repair
Other Techs	Discuss prior repairs and ideas	Help diagnose and repair
Fleet Services Clerk	To generate or file repair orders, order history	Keep records up to date
Outside parts suppliers/manufacturers	Accurately order parts or gain technician info	Order correct parts and use proper technique
As necessary, Fire Department /Deputy Chiefs/Captains/Equipment Operators/Paramedics/Fire Fighters	Ask about proper operation of Fire Department equipment	Make proper repairs

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED¹

Education	☐ Less than High School ☒ High School/GED ☐ One Year Certificate ☒ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: Additional Information (e.g. specific coursework, etc.):		
Experience	☐ No Experience ☒ < 2 yr. ☐ 2 to 3 yrs. ☐ 4 to 5 yrs. ☐ 6 to 7 yrs. ☐ 8 to 9 yrs. ☐ 10 to 11 yrs. ☐ ≥ 12 yrs. Zero to 2 years of related work experience with an Associate's Degree or 4-5 years of related work experience without an Associate's Degree.		

Required Certification/Licensure/Training ²	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Valid WI driver's license	State	X	
CDL (B,C,D and Tanker Endorsement)	State		X (within 12 months)
Associate's degree (or equivalent) in Diesel or Automotive Repair and Powertrain Servicing with zero to two (2) years of experience in the maintenance and repair of late model trucks and heavy diesel motorized road equipment or four (4) years of recent paid work experience in the repair of late model trucks and heavy diesel motorized road equipment	Technical	X	
Fork Lift Certification	City Provided		X (within 6 months)
Air Conditioning Certified	City Provided		X (within 6 months)
ASE Master Medium/Heavy Truck Certification	Study material provided; test cost reimbursed if successfully passed	Desired	Desired

¹ Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.

² including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

National Incident Management Systems (NIMS) ICS-100 and 700 training	Provided by City		X (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		X
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.): The City of West Allis will pay for certifications directly related to job duties.			
List preferred Education, Experience, Certification, Licensure, or Training – Auto collision repair/body finishing/welding technology			

SECTION 7 - SUPERVISION / MANAGEMENT

A. Supervision Received by this position upon successful completion of a training period:

- ☐ **Close Supervision:** Assigned duties according to specified procedures and received detailed instructions. Work is checked frequently.
- ☒ **Supervision:** Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
- ☐ **General Supervision:** Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
- ☐ **Direction:** Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
- ☐ **General Direction:** Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written / Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules for Others		X	
Project Management		X	
Provide Work Direction for Others		X	
Evaluate Performance of Others		X	
Counsel Employees		X	
Train Employees (as part of the normal duties of the job)			X
Approve Overtime		X	
Approve Time Off Request for Others		X	
Develop / Implement Policies		X	
Direct supervision³ of any employees. Number of FTEs and job titles of those employees listed below:		X	

SECTION 8 - PHYSICAL DEMANDS⁴ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS

N=Never (0 minutes per day) **S**=Seldom (1 to 5% of time, 1-25 Minutes a Day) **O**=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day)

F=Frequent (34 to 66% of time, 2.6 – 5.25 hours per day) **C**=Constant (67 to 100% of time, 5.26 and above hours per day)

Possess the physical capacity to perform the duties of the position, including, but not limited to –	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Push/Pull Objects or Materials of 10 - 50 Pounds				X	
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects			X		
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed, when this need cannot be accommodated by scheduled breaks and/or lunch period.					X
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).				X	

⁴ <https://www.bls.gov/ncs/ors/physical.htm>

Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.			X		
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.					X
Crawling - Moving about on hands and knees or hands and feet.				X	
Crouching - Bending the body downward and forward by bending legs and spine.				X	
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.					X
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm, as in gross manipulation.					X
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.					X
Gross Manipulation - seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.					X
Hearing Requirements					
The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms). A yes or no answer is captured for each of the five hearing requirements listed:					
One-on-one (in person)					X
Group or conference (in person)					X
Telephone					X
Other sounds					X
Passing of hearing test required					X
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboard, tablet, 10 key pad, touch screen, smart phone, etc.				X	
Kneeling - Bending legs at knees to come to rest on knee(s)				X	
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object – usually by holding it in the hands or arms, but may occur on the shoulder.				X	
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers				X	
Peripheral Vision - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.					X
Pushing/Pulling - Pushing/pulling may involve use of hands/arms, feet/legs, and/or feet only, done with one side of the body or both sides. Pushing - Exerting force upon an object so that the object moves away from the force; Pulling - Exerting force upon an object so that the object moves toward the force				X	
Reaching At/Below Shoulder Level - Extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow, and the engagement of the shoulder. The elbow does not need to be locked at any time, and the arm does not need to remain in a continuously straight position.					X
Reaching Overhead - Extending hands and arms in a 150 to 180-degree vertical arc. Reaching requires the straightening and extension of the arm and elbow, and the engagement of the shoulder. The elbow does not need to be locked at any time, and the arm does not need to remain in a continuously straight position.				X	
Sitting - Remaining in a seated position.				X	
Standing/Walking - Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is to move about on foot.					X
Stooping - Bending the body downward and forward by bending the spine at the waist - requires full use of the lower extremities and back muscles.				X	
Possess the capacity to effectively and efficiently work with/in the following conditions -	Never	Seldom	Occasional	Frequent	Constant
Indoor/Office Work Environment				X	
Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X	
Insects				X	
Rodents			X		
Exposure to Various Lighting Conditions (High, Low, LED, etc.)					X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X	
Outdoor Weather Conditions (Dry/Wet/Slippery)				X	
Hazardous Fumes or Odors / Toxic Chemicals				X	

Confined Spaces (as identified by OSHA)			X			
Close Proximity to Moving Machinery / Equipment						X
Bodily Fluids / Communicable Diseases			X			
Working Alongside Moving Traffic on Roads			X			
Electrical Hazards					X	
Vibrations						X
Dust						X
Interact with persons of various social, cultural, economic, personal hygiene standards, mental capacities, and educational backgrounds.					X	
Other:						
Tools Used (add as needed)	Level of Proficiency⁵ if applicable	Never	Seldom	Occasional	Frequent	Constant
Office Equipment: Desktop Computer, Copier, Phone, Fax, Scanner, etc.	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
Field Technology: Ipad/Laptop/Smartphone	☐ Basic ☐ Intermediate ☒ Advanced ☐ Expert				X	
Microsoft Outlook	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert				X	
Microsoft Word	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Microsoft Excel	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Microsoft Access	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Microsoft PowerPoint	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
Adobe Acrobat Professional	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Legistar/Granicus	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
BP Logix	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Novatime	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert			X		
HTE/Sungard	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Assetworks	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert					X
General Code	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
GIS	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
GPS software and reporting	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
Civic Ready	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Docuware (Document Management System)	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Neogov (Insight, Perform)	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
CivicPlus (Internet, Intranet CMS)	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
Internet	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert					X
Personal Vehicle	Maintain Wisconsin Driver's License.	☒ Yes ☐ No				
City Vehicle	Maintain Wisconsin Driver's License.	☒ Yes ☐ No				
	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert					
	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert					

Section 9 - Additional Comments

The job requires climbing equipment to test and repair various items. Candidates must be able to fit into tight spaces on vehicles and equipment for maintenance or repairs. Work may be done in extreme weather conditions, including heavy snow, rain, and temperatures that can reach both extreme heat and cold. Continuous education is necessary to keep up with the ever-evolving sophisticated computer controls found in vehicles, heavy trucks, and equipment. The role requires training and knowledge to effectively troubleshoot, diagnose, and repair issues.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City

will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program, or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. I understand that the City retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

EMPLOYEE: _____	DATE: _____	SUPERVISOR: _____	DATE: _____
DEPT. HEAD: _____	DATE: _____	HR REP: _____	DATE: _____