



# Village of Marshall

## **VILLAGE OF MARSHALL JOB DESCRIPTION PUBLIC WORKS MECHANIC/ TECHNICIAN**

**REPORTS TO:** Director of Public Works

**EMPLOYMENT CATEGORY:** Full-Time

**EMPLOYER:** Village of Marshall,  
130 S. Pardee Street,  
P.O. Box 45  
Marshall, WI 53559-0045

### **POSITION SUMMARY:**

Under general supervision of the Director of Public Works, this position primarily will be to maintain and repair Village Vehicles, including emergency vehicles, medium and heavy duty vehicles, plow trucks, and other related heavy operating equipment. This is accomplished by responding to work orders and servicing and inspecting vehicles and equipment for general repair and/ or specifically identified mechanical issues. An employee in this position may be called upon to further assist with performing a variety of equipment operating, maintenance, and manual labor in the areas of streets, water, parks, and building and ground maintenance.

Work is assigned by the Director of Public Works and is performed following established policies, procedures and regulations. Independent judgement must be used at time to accomplish tasks.

### **DESCRIPTION OF DUTIES:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Perform preventive maintenance on vehicles and equipment by inspecting, diagnosing, and repairing all Village vehicles and equipment;

- Repairs vehicles and equipment by reviewing work orders, diagnosing and repairing major operating systems; changing belts, brakes, hydraulics, hoses, batteries and starters, checking fluids and brakes; changing oil and filters; changing and rotating tires; checking all electrical parts; changing lights and batteries; washing and cleaning vehicles; and installing and removing special equipment;
- Modifies and redesigns problem equipment by fabricating, welding, or carbon arcing parts to ensure proper operation;
- Assist with fuel and materials inventory and records maintenance by reviewing and tracking information; researching information and wiring diagrams for repairs; picking up and delivering parts; managing warranty or repair work with local dealers on Village vehicles; readying vehicles for public auction; and maintaining required reports and records;
- Complete routine maintenance activities by maintaining and cleaning work areas and completing assigned field tasks;
- Responds to after-hours services call while on-call regarding repairing and or/ operating snow plows and vehicles during storms and assisting with storm damage clean-up by removing debris and cleaning up Village streets and property;
- Perform such work necessary by operating vehicles and equipment. Operate trucks, back hoe- loader and tractors. Operate truck to haul materials, plow snow, spread salt and grad roads; Operate back hoe loader to load materials and to dig holes, primarily for water line repairs;
- Operate small equipment, such as mowers and pumps, power tools for maintenance and repair work;
- Assist with repair of water main breaks;
- Perform street maintenance, including signage and tree trimming. Perform brush collection, including operation of chipper;
- Assist with maintenance of lift stations and other water system equipment;
- Assist in repairs of equipment and buildings, which may include electrical, plumbing, structural and mechanical systems;
- Perform a variety of general labor duties, such as painting, mowing, weed trimming, and general grounds and streets maintenance;
- Perform other duties as required;
- Assist with Park and Recreation department as requested

**EQUIPMENT USED:**

A variety of motorized vehicles and equipment, including dump trucks, utility vehicles, and construction equipment; street sweepers; front end loaders; snow plows; snow blowers; skid steers; mowers and trimmers; common hand and power tools; brush chipper; and pumps, compressors and generators.

**WORK ENVIRONMENT AND WORKING CONDITIONS:**

Works in a normal shop setting and under uncontrolled field conditions; some overtime is required, including periodic weekend work; subject to 24-hour emergency call-in; may be required to work extended periods at a time.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in a work environment where the noise level is moderately noisy. The employee regularly works in outside weather conditions and may be exposed to extreme heat or cold, wet and/or humid conditions, or snow and/or ice conditions. The employee must be physically able to lift 100 pounds on occasion and up to 50 pounds on a regular basis.

As a CDL holder, the employee is subject to pre-employment, reasonable suspicion, post-accident, and random drug and alcohol testing under the Omnibus Transportation Employee Testing Act of 1991.

**QUALIFICATIONS:**

- High School Degree or equivalent is required;
- Associates Degree or vocational studies in Automotive Mechanics and one (1) to three (3) years' experience in Public Works vehicle and equipment maintenance is desired.;
- Possess a valid Commercial Drivers Licenses, subclasses B & D;
- Automotive Service Excellence (ASE) and Emergency Vehicle Technician (EVT) certification is preferred;
- Any equivalent combination of training and experience which provides the required knowledge, skills and abilities will be considered.

**WAGE & BENEFITS:**

Salary for this position will be based on experience. The Village of Marshall offers a competitive benefits package including health, and dental benefits. Accrued time off (vacation, personal and sick time) available after completion of probationary period.

**HOW TO APPLY;**

Qualified candidates should mail, submit cover letter and resume to Village Administrator Adam Ruechel or email copy to [aruechel@marshall-wi.com](mailto:aruechel@marshall-wi.com). Position will be posted until filled.