

Job Description

Human Resource Use Only	
Position Number:	
Step/Grade	\$16.00/hr
Effective Date:	04/2025

POSITION IDENTIFICATION

Position Title:	Seasonal Fleet Mechanic Apprenticeship
Department:	Department of Public Infrastructure
Division:	Building and Grounds/Fleet
Status:	Part-Time
Workweek:	25 hours per week

SUPERVISORY RELATIONSHIPS

Reports to:	Buildings and Grounds/Fleet Division Manager
Directly Supervises:	No Supervisory responsibilities

POSITION PURPOSE

The employee in this position will be properly trained to perform the skilled work of a varied nature concerning the repair, maintenance requirements of automobiles, light trucks, and also some off-road equipment.

ESSENTIAL DUTIES – On the Job Training

- Perform brake replacement on light and heavy-duty trucks, cars and off-road equipment
- Check and repair drive train, universal joints, suspension and steering components
- Perform winterizing of City-owned vehicles and equipment
- Perform proper greasing, changing of filters and oil
- Perform a multipoint vehicle inspection
- Perform tire changes and wheel balancing
- Use of acetylene torching, arc, and wire welding
- Assist DPW with snow removal operations

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	Enrollment in related school courses or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the City.
Experience:	General automotive knowledge is preferred
Certifications/Licenses:	Valid Wisconsin Driver license Class D
Other Requirements:	Mechanical aptitude test provided by the city

KNOWLEDGE, SKILLS, & ABILITIES

Experience in the servicing and repairing of automotive equipment; any previous experience as a mechanic preferred; the use of hand tools and equipment and related terminology; ability to understand and carry out oral and written instructions; mechanical aptitude; understand occupational hazards and safety precautions; understand principles of operation of gasoline and diesel driven equipment

thoroughness and dependability.

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity:	While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, bend, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, smell,
Physical Effort:	The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 35 pounds, and occasionally lift and/or move more than 60 pounds.
Working Conditions:	The employee will be subject to outside weather conditions, which may include extreme cold, extreme heat, wet, and/or humid conditions and wind. The employee may be required to negotiate semi-rough or rough terrain. The noise level is generally moderate but may be quite loud, depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibration and may be exposed to fumes, airborne particles, and toxic or caustic chemicals. Proper PPE is provided by the city. The employee must be able to perform work in confined spaces once properly trained to do so.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.