



City of Milford Equipment Mechanic, Lead Pay Grade: 9

Employment Status: Full- Time

FLSA Status: Exempt

Experience Required: Experience in repairing automotive equipment and power-driven equipment; Five (5) years' experience working on automotive and construction equipment; NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications.

Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum). Valid Medical Examiner's Certificate is required. Must pass pre-employment

testing for substance abuse, criminal background, and motor vehicle driver's license history.

Subject to random drug and alcohol testing in accordance with City policy. Required Certifications: Class C UST Operator, ASE Certification

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Public Works Operations Supervisor

Supervisory Responsibility: None

Primary Work Location: Garage

Job Summary: The Equipment Mechanic, Lead schedules, performs, and oversees technical and mechanical work, including the repair and overhaul of automotive and heavy equipment. This role may also involve administrative and record-keeping functions. The Equipment Mechanic, Lead works closely with department supervisors to ensure that all work is completed efficiently and in alignment with operational requirements.

The Equipment Mechanic, Lead shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Equipment Mechanic, Lead shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the Public Works Operations Supervisor.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **General Mechanical Diagnostics & Repairs:** Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks, and various gasoline- and diesel-powered construction equipment.
- **Electrical Systems Maintenance:** Diagnoses, maintains, and repairs electrical system components—including ignition systems, computers, alternators, starters, and batteries.
- **Hydraulic & Drive Component Repairs:** Diagnoses, maintains, repairs, and reconditions hydraulic systems; diagnoses and repairs front and rear drive axles, drivetrain components, belts, gears, and chain drives.
- **Parts Replacement & Engine Tune-Ups:** Replaces or repairs faulty parts such as wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, and steering mechanisms; tunes up engines by replacing ignition parts, reconditioning, and adjusting carburetors, throttle bodies, and port fuel injection systems, and repairs emission control systems.
- **Brake System Repairs:** Repairs, adjusts, and replaces brake systems—including wheel cylinders, master cylinders, disc pads, machine drums, and rotors.



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- **Welding & Shop Maintenance:** Performs light welding work and maintains the garage in a clean and safe manner.
- **Certification & Field Repairs:** Ensures all vehicles are Department of Transportation Certified; troubleshoots and repairs outdoor power equipment (e.g., mowers, weed eaters, blowers), performs minor field repairs, and remains available for emergency repairs.
- **Fuel & Parts Inventory Management:** Oversees the City's fuel program by purchasing gas and maintaining records; acts as the primary contact with vendors for parts and service, maintaining and replenishing parts inventory as needed.
- **Preventive Maintenance & Documentation:** Performs routine preventive maintenance on vehicles and equipment; creates and maintains job order forms for completed repairs and maintains comprehensive vehicle records, including purchase information, recalls, registration, and insurance details.
- **Fleet Inspection & Title Processing:** Inspects incoming fleet vehicles to ensure proper documentation and condition and performs vehicle title work at the Motor Vehicle Administration.
- **Cost Analysis & Equipment Replacement:** Evaluates the cost-effectiveness of in-house repair/rebuild versus external repair or replacement and recommends vehicle and equipment replacements to Department Directors for budget consideration.
- **Other Duties:** Performs related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Methods, tools, and equipment used in the repair of light automotive, passenger car, truck, construction, and maintenance equipment.
- Good working knowledge of standalone and network computers.
- Knowledge of computerized electronic diagnosis systems.
- Knowledge and understanding of basic hand tools.

Skills

- Use and operation of tools and machinery used in repair work.
- Able to understand written and oral communication.
- Utilizes modern, sophisticated test equipment to diagnose and repair automotive equipment.

Abilities

- Keeps records of repair and service operation and make reports.
- Performs variety of mechanical repairs and preventative maintenance.
- Strength to perform manual work and physical stamina to withstand working under adverse weather conditions.
- Adapts to available tools and repair parts for specific repair problems.
- Interprets and works from sketches, diagrams, and installation repair charts.
- Follows written instructions accurately.
- Observes and comply with safety rules and regulations.
- Operates basic office equipment.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
