



**MILWAUKEE  
PUBLIC SCHOOLS**

MILWAUKEE PUBLIC SCHOOLS  
DEPARTMENT OF HUMAN CAPITAL  
5225 West Vliet Street  
P. O. Box 2181  
Milwaukee, WI 53201-2181  
Area 414: 475-8205

**POSITION DESCRIPTION**

<b>JOB TITLE:</b> <b>Automotive Mechanic Crewleader</b>		<b>Job Class:</b> 3619
<b>DATE</b> 09/17/15	<b>DEPARTMENT OR SCHOOL</b> Office of Operations	<b>DIVISION</b> Facilities and Maintenance Services
<b>BARGAINING UNIT:</b> 1616		<b>FLSA STATUS:</b> ___ Exempt ___ Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>APPROVALS</b>
<p><b>POSITION SUMMARY:</b> (Describe the general nature and level of work performed by this position.) Under general supervision; plan, schedule, and direct the work associated with the routine repairs and preventive maintenance of all MPS vehicles, trailers, heavy off-road construction equipment, site based generator engines, snow plows, salters, and other mechanical equipment.</p>		

**DESCRIPTION OF THE JOB:** DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (\*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

1. Plans work schedules for in-house or contracted auto mechanics, checks the progress and quality of the work, and assists in employee or contractor performance evaluations.
2. Investigates/prepares estimates and assists in the budgeting process for vehicle replacement and general fleet maintenance.
3. Assists in the preparation of the technical and performance specifications for replacement vehicles and other equipment, through the gathering of data and other pertinent information.
4. Administers and tracks titling, licensing, and testing of all vehicles for compliance with all applicable regulations.
5. Ensures effective preventive maintenance programs are implemented.
6. Maintains control of stock items, shop equipment, and ordering process.
7. Assists in training and orientation programs, especially in the areas of safety and new developments in fleet maintenance.
8. Communicates any infractions of work rules.
9. Performs inspections on site based generator maintenance projects and prepares inspection reports. Works with project managers, contractor representatives, and school staff.
10. Other duties as assigned.

<p><b>SUPERVISION RECEIVED:</b> (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)</p> <p>Reports to Supervisor of Maintenance and Repair.</p>
<p><b>SUPERVISION EXERCISED:</b> (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.</p> <p>Responsible for organizing and assigning daily work for up to four Automotive Mechanics. Reviews completed work and takes corrective action as needed including recommendations on disciplinary action.</p>

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

High school graduation or GED.  
Automotive Service Excellence (ASE) Certification.

**Minimum Requirements**

1. Minimum of three years experience in the maintenance and repair of vehicles, municipal fleet equipment, and other related equipment.
2. Must furnish basic Automotive Mechanic hand tools of the trade.

**Knowledge, Skills, and Abilities**

1. Basic supervisory management and strong interpersonal skills are desirable.
2. Basic computer skills and use of a computerized maintenance management system (CMMS) is desirable.
3. Valid Commercial Driver's License, Class A (CDL) with air brake endorsement
4. Able to communicate effectively both orally and written; develop surveys, prepare reports and maintain records.
5. Ability to work mandatory overtime hours as required, whether given advanced notice, or called-in to perform emergency duties
6. Must have a properly insured personal automobile for use on the job (car allowance is provided).

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Automotive shop environment and other general maintenance areas within a central garage and school equipment rooms. Must also be able to work outdoors in all types of weather.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Sufficient strength to lift and carry 75 lbs. or more of equipment or material on a daily basis.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**