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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Highway	
Department Head:	Dean Steingraber	
Cost Center Number:	6008003	
Position Title:	Mechanic	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Non Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	1
	Part Time:	
	Hours:	
If Part Time position, how many hours per week will this position be working?		
What other alternatives were considered?	Contracting out maint/repair/rehab services	
If deleting a position to add this position; which position(s) will be deleted?	n/a	
<i>(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)</i>		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	n/a	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
This request is to add 1 more Mechanic position to support the 6 existing Mechanics in repairing, maintaining and rehabilitating of Highway Department equipment. This position is integral in supporting the increase in Equipment Operators and equipment from the adopted 2024 budget and proposed 2025 budget. This will also reduce the costs and improve efficiency for contracting maintenance/repair/rehabilitation services to outside vendors. There will be 1 more Mechanic to share the ever-increasing workload as described above. Existing Mechanics may experience fewer overtime hours.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Combination - Levy/Non-Levy	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	60,466
Fringe Benefits	\$	36,605
Travel/Training	\$	-
Supplies - IT		
Supplies - Other	\$	-
Purchased Services - IT	\$	2,760

Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	99,831
COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
Deleted Position (if applicable)		
	\$	-
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	-
NET COUNTY COST (Levy/Fund Bal)	\$	99,831

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	4/23/2024
County Executive Decision (Approved/Denied)	

Now Hiring Employees Invested in Serving!

Outagamie County

Mechanic (HWY)

CLASS CODE

4030-3

SALARY

\$29.07 - \$37.92 Hourly

ESTABLISHED DATE

February 16, 2017

REVISION DATE

July 29, 2024

Position Purpose

The Mechanic is a safety-sensitive position subject to DOT drug & alcohol procedures, must be available to report to work during regular business hours and must be available after hours to respond to emergencies and/or highway conditions. Under general supervision of the Highway Operations Supervisor and/or Fleet/Facility Superintendent, the Mechanic repairs, overhauls, and maintains automotive, construction, road equipment, and building equipment. Must be available to work overtime, weekends, nights, and holidays as required.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Must be available to report to work after hours to respond to emergencies and/or highway conditions. Availability is the ability to respond to a phone call within 15 minutes and report to duty within 45 minutes.
- Maintains and repairs mechanical, hydraulic, computerized, and electrical systems of vehicles, disassembling, adjusting, and repairing or replacing parts as needed.
- Examines and diagnoses mechanical defects in a wide variety of gasoline and diesel powered automotive, construction, and road equipment, performing road service as necessary.

- Welds equipment to fabricate, rebuild, and strengthen various parts and pieces.
- Services, changes oil, grease, and fuel, performs preventative maintenance and makes repairs and adjustments to equipment.
- Assists in building maintenance, making repairs when necessary.
- Completes and submits records of time, location, equipment, and materials used on each project.
- Determines and requests appropriate parts needed, referencing service and parts manuals as necessary.
- Maintains tools and equipment in proper and safe working condition.
- Supplies own hand tools as required by County Highway Department.

Education/Certifications/Experience Requirements

- Associate Degree in mechanics with special training in gasoline and diesel engines and maintenance of heavy equipment.
- Four years of experience in mechanics.
- *Valid Commercial Driver's License Class A, B, C, D with endorsement N (Tanker) is required. As well as the ability to legally operate CMV's with Air Brakes, Manual Transmissions, Tractor/Trailers and Tank Cargo (No restrictions such as L, Z, E, O or X).*
- *ASE Certifications or the ability to obtain them.*
- Or, any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Knowledge of and ability to apply the principles of gasoline and diesel mechanics to maintain and repair of a variety of equipment.
- Knowledge and skill in repairing electrical, mechanical, computerized, and hydraulic systems.
- Knowledge of and ability to diagnose and make repairs to a variety of heavy construction equipment such as excavators, motor graders, compactors, scrapers, bull dozers, loaders, asphalt pavers, trucks, tractors, etc.
- Knowledge of preventive maintenance inspection methods and ability to diagnose mechanical defects.
- Knowledge of welding, torch use, and fabrication abilities.
- Knowledge of and ability to use mechanic's tools and equipment.

- Knowledge of and ability to use service and parts manuals.
- Ability to organize and maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to work in adverse weather conditions, and cope with distracting vibrations, fumes, dust, etc.
- Ability to walk, stoop, bend, lift, carry; push, pull, and move objects up to 50 pounds, understanding and utilizing proper body mechanics.

Essential Physical Demands

1. Stand/walk
2. Lift/carry 50 lbs. from floor to waist level and 50 lbs. from floor to shoulder height
3. Push/pull
4. Climbing on equipment
5. Stooping
6. Repeated bending
7. Crawling under equipment
8. Reaching: high/low level
9. Finger movement-repetitive
10. Repetitive twisting/pressure with wrist or hands
11. Both hands required
12. Both legs required
13. Ability to communicate verbally
14. Visual requirements to perform mechanic work
15. Ability to be disturbed or awakened for responding to emergencies and/or highway conditions

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

POSITION COUNT

REGULAR POSITIONS:

COST CENTER 6000000

	<u>2022</u>		<u>2023</u>		<u>2024</u>		<u>2025</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
ASSISTANT HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
ENGINEER TECHNICIAN	1	0	1	0	1	0	1	0
EQUIPMENT OPERATOR I/II *	30	0	34	0	34	0	36	0
EQUIPMENT OPERATOR III *	24	0	23	0	23	0	18	0
EQUIPMENT OPERATOR IV	0	0	0	0	0	0	5	0
HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
HWY FIELD WORKER	7	0	7	0	7	0	7	0
HWY OPERATIONS FOREMAN	2	0	3	0	3	0	4	0
HWY OPERATIONS SUPERVISOR - GRADE	1	0	1	0	0	0	0	0
HWY OPERATIONS SUPERVISOR - PATROL	3	0	3	0	4	0	4	0
HWY OPERATIONS SUPERVISOR - SHOP	1	0	1	0	1	0	1	0
MECHANIC	6	0	6	0	6	0	7	0
MECHANIC/MAINTENANCE TECH	1	0	1	0	1	0	1	0
SIGN TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	79	0	83	0	83	0	87	0

COST CENTER 6005000

PATROL SUPERINTENDENT	2	0	2	0	2	0	2	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0

* POSITION COMPOSITION MAY VARY BUT NOT EXCEED TOTAL COMBINED NUMBER OF POSITIONS

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

POSITION COUNT

REGULAR POSITIONS:

COST CENTER 6008000

	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
FIELD OPS MGR/DEPUTY HWY COMMISSIONER	0	0	0	0	0	0	1	0
FINANCE MANAGER (HWY)	1	0	1	0	1	0	1	0
HIGHWAY COMMISSIONER	1	0	1	0	1	0	1	0
MANAGEMENT ASSISTANT (HWY)	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
COST CENTER TOTALS	5	0	5	0	5	0	6	0

COST CENTER 6008003

FLEET & FACILITIES SUPERINTENDENT	1	0	1	0	1	0	1	0
INVENTORY/SUPPLY TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0

TOTAL POSITIONS - REGULAR:

88	0	92	0	92	0	97	0
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TEMPORARY POSITIONS:

COST CENTER 6000000

SEASONAL WORKER (AS NEEDED)	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0							

COST CENTER 6005000

YOUTH APPRENTICE - ENGINEERING	0	0	0	0	0	0	0	1
YOUTH APPRENTICE - EQUIPMENT OPERATOR	0	0	0	0	0	0	0	1
COST CENTER TOTALS	0	2						

TOTAL TEMPORARY - REGULAR:

0	2						
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TOTAL ALL POSITIONS:

88	0	92	0	92	0	97	2
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FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

