

Job Title: Assistant Mechanic	Hours per week: 40	FLSA Status: Non-Exempt
Reports to: DPW Superintendent	Department: Public Works	Grade: Grade 5(Contract)
Created date:	Revised date:	Approved date:
Created by:	Revised by:	Approved by:

**TOWN OF STERLING
ASSISTANT MECHANIC**

Statement of Duties

Performs a range of semi-skilled work in the maintenance and repair of DPW department apparatus and equipment including mechanical and electrical equipment; all other related work as required. Assists in maintenance on police and fire department vehicles.

Supervision

Works under the direct supervision of the Assistant Superintendent or mechanic of Public Works and in accordance with departmental rules and regulations.

Performs varied mechanical work of a technical nature under supervision of mechanic to ensure compliance with proper safety standards and regulations.

Job Environment

Repair and maintenance work is often performed under typical shop conditions, with potential exposure to unpleasant and hazardous conditions, including chemical and fumes and loud noises from diesel engines and other equipment. Repair work performed in situations with exposure to all types of weather conditions and hazardous environments. Required to be present at emergency scenes to repair equipment or give instruction on equipment operation and to perform duties during off- duty hours.

Operates a variety of repair equipment including electric and pneumatic tools, floor jacks, hand and power tools, and metal grinding, hydraulic presses; operates all DPW trucks and related equipment and apparatus.

Has occasional contact with vendors, manufacturer’s representatives, and equipment repair specialists and town employees; purchases materials, supplies and equipment as required in accordance with town procedures.

Has no access to confidential information.

Errors could seriously endanger life and property, cause damage to costly equipment, and cause financial and legal repercussions for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Maintains DPW department equipment and vehicles.

Has knowledge of basic repairs, and maintains all types of DPW department vehicles and light and heavy equipment such as dump trucks, plows, front end loader buckets, cars, and other DPW equipment.

Performs basic auto body work; spray paints and refinishes DPW apparatus. Performs basic welding skills with supervision.

Lubricate equipment; change oil and filters, etc.

Assists in maintenance of gasoline and diesel internal combustion engine-powered vehicles and other engine-powered equipment; does tune-ups; repairs electrical systems.

Repairs fuel systems; repairs basic electrical systems; maintains brake systems.

When required, participates in the snow removal program.

Performs similar or related work, as required, or as situation dictates.

Occasionally works as a truck driver/skilled laborer as needed.

Is able to perform all duties of truck driver/skilled laborer.

Will be on Call Back list for emergencies, trees, sanding, plowing, etc.

Recommended Minimum Qualifications

Education and Experience

High school diploma or equivalent; vocational or technical training in automotive theory and repair preferred; one to three years experience as a mechanic's helper engaged in repairing a variety of heavy truck and equipment repair; or equivalent combination of education and experience.

Special Requirements

Class B Massachusetts Commercial Driver's License with air endorsement

Hoisting Engineer's License 2A (minimum)

Ability to operate sander/plow and efficiently plow and sand a route.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of tools used in DPW apparatus and equipment inspection, testing, repair and maintenance. Basic knowledge of repair methods for heavy, diesel, and electrical equipment. Basic knowledge of hydraulic systems. Basic knowledge of various types of heavy and light equipment pumps. Thorough knowledge of safe repair practices. Familiarity with parts and equipment and services.

Ability: Ability to operate a variety of mechanical repair equipment, such as, drill press, grinder, torches, saws, and a variety of other hand tools.

Skill: Skill in the use and care of tools employed in automotive repair.

Physical Requirements

Constant moderate to strenuous physical effort generally required to perform work. Frequent bending, standing and walking. Frequently required to move (push, pull, lift or carry) objects weighing up to 80 pounds. Frequently required to operate hand tools requiring manual dexterity. Excellent eye sight (sharp close, distance, color, peripheral, and depth vision). Employee is frequently required to use hands to finger, handle, or feel objects, tools or controls, and to reach with hands and arms.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.