

Position Purpose:

Performs skilled and semi-skilled work in the maintenance, rebuilding, and repair work on a variety of DPW department automotive and construction equipment, including mechanical and electrical equipment. Conducts servicing and minor repairs of police, fire and light department vehicles. Performs all other related work as required.

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.)

- Works on Highway equipment, chain saws, mowers, and all trucks for department.
- Inspects, adjusts, and replaces automotive units and parts.
- Repairs and overhauls chassis including brake systems, transmissions, differentials, and front and rear axles.
- Installs and repairs safety devices on fire, police, and other town motor vehicles.
- Provides routine maintenance for Police vehicles, including tires, brakes, oil changes, lights, wiring, etc.
- Provides routine maintenance for light Fire Department equipment, squad trucks and pumps.
- Works on plows, hydraulic hoses, edges, and trip springs.
- Fills out varied insurance reports.
- Contacts various vendors and orders parts and supplies.
- Cleans and organizes the shop and parts.
- Repairs and maintains passenger automobiles, trucks, and road building equipment.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma; five to seven years of related work experience as a mechanic engaged in repairing a variety of heavy truck and equipment repair; or an equivalent combination of education and experience. Possession of a valid class B CDL driver's license and a Hoisting License.

Knowledge, Ability and Skill:

Knowledge: Considerable knowledge of the standard methods, materials, tools, and equipment of automotive service trade and comprehensive knowledge of the operation principles and mechanics of internal combustion engines and diesel drive equipment and of mechanical repair methods applicable to heavy trucks and construction equipment is essential. Thorough working knowledge of occupational hazards and safety precautions of the trade is essential.

Ability: Ability to successfully carry out detailed oral and written instructions. Ability to communicate in a clear and precise manner. Ability to operate a motor vehicle, hand and power tools and heavy machinery and equipment. Ability to diagnose and troubleshoot mechanical problems and implement solutions. Ability to organize and manage a workload prioritizing service demands within the limits of resources provided. Ability to read and interpret equipment schematic plans.

Skill: Strong skills in locating and repairing defects in automotive equipment, in the use and care of hand and machine tools utilized in mechanical repair work.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate to heavy physical effort is often required to perform functions which involves occasional lifting more than 100 pounds. While performing the functions of this job, the employee is required to stand, walk, talk, sit and hear for extended periods. Regularly required to use hands to finger, handle, feel objects, tools, or controls, reaches with hands and arms, crawls, and climbs. Vision and hearing must be at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the direction of the DPW Foreman.

Supervision Given: None.

Job Environment:

- Work is performed in repair shop conditions, with frequent exposure to exhaust fumes, chemicals, oil, dust, and other airborne particles; work is also performed outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrain. Work environment is loud to very loud.
- Operates light trucks, automobiles, heavy equipment, and hand/power/pneumatic tools.
- Contacts are in person, primarily with supervisor, town employees, and vendors, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Errors could result in personal injury or to other employees, damage to buildings and/or equipment, delay, or loss of service, and monetary loss and/or legal repercussions.

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

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer