

Job Title: Mechanic	Hours per week: 40	FLSA Status: Non-Exempt
Reports to: DPW Superintendent	Department: Public Works	Grade: Grade 6(Contract)
Created date:	Revised date:	Approved date: 01/11/2010
Created by:	Revised by:	Approved by: Personnel Board

**TOWN OF STERLING
MECHANIC**

Statement of Duties

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

Supervision

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

Performs varied and detailed mechanical work of a technical nature requiring the exercise of considerable judgment in effecting repairs, and ensuring 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. May be required to 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, welding/cutting and electronic test equipment; hydraulic presses; operates all DPW trucks and related equipment and apparatus. Basic computer operation is a plus.

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.

Helps maintain fire, police, and SMLD vehicles

Maintains DPW department equipment. Assists garage foreman in maintaining documents and the daily procurement of supplies and materials as well as the maintenance on all equipment.

Inspects, tests, troubleshoots, 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 and performs related welding and metal work.

Removes and replaces transmissions, rear axles, front axles, brake systems of all DPW and town department apparatus. Removes and replaces all major chassis and related components. Has ability in decision making of all major components to be repaired in house or subcontracted to outside vendor.

Performs diagnosis and repair of complex hydraulic power systems of trucks and for winches on DPW equipment, complex electrical systems. Has basic knowledge of large alternators, computer controlled systems, anti-skid brake systems, traction systems, automatic transmissions, and control systems.

Lubricate equipment; change oil and filters, etc.

Provides instruction and training to DPW department employees in the proper use of and care of specialized DPW equipment and apparatus, as requested.

Performs skilled repair and maintenance of motor equipment. Conducts decision making of engine overhaul and repair on diesel and gasoline engines of all sizes; inspects and troubleshoots gasoline and diesel internal combustion engine-powered vehicles and other engine-powered equipment; does tune-ups; repairs electrical systems.

Operates and maintains preventive maintenance records with Assistant Superintendent; repairs fuel systems; repairs electrical systems and alternators; maintains brake systems.

Required to participate in the snow removal program.

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

Recommended Minimum Qualifications

Education and Experience

High school diploma or equivalent; advanced vocational or technical training in automotive theory and repair preferred; five to seven years experience as a mechanic 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 2B

Must learn to run a plow route with any piece of equipment

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

May be required to obtain other mechanic certificates as needed.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of tools, techniques, equipment, and procedures used in DPW apparatus and equipment inspection, testing, repair and maintenance. Thorough knowledge of repair methods for heavy, diesel, and electrical equipment. Knowledge of hydraulic systems. Thorough knowledge of the repair of complex electrical and hydraulic power systems. Knowledge of various types of DPW heavy and light equipment pumps. Thorough knowledge of safe repair practices. Familiarity with parts suppliers and sources; familiarity with the general costs for parts, equipment, and services within a budget.

Ability: Ability to diagnose problems and repair light and heavy equipment and vehicles. Ability to operate a variety of mechanical repair equipment, such as, drill press, grinder, torches, saws, and a variety of other hand tools. Ability to read and understand schematic drawings and blue prints. Ability to modify and/or adapt public works equipment to suit the needs and conditions encountered in a Department of Public Works. Ability to design and prepare specification for the purchase or rebuilding of all types of apparatus. Ability to supervise the construction of new apparatus, and the rebuilding of all types of apparatus

Skill: Basic skills in the operation of computer scan tools and other electronic testing equipment. Skill in the use and care of tools employed in automotive repair. Supervisory skills in directing employees to assist in the repair and maintenance of equipment.

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, climbing and use of ladders, 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.