

MECHANIC/TRUCK DRIVER/LABORER

Position Purpose:

The purpose of this position is to perform skilled maintenance and repair work on Public Works vehicles and equipment; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied duties of a routine to complex nature following acceptable standards of quality and performance, requiring a moderate measure of responsibility and judgment in determining methods of completion and carrying out assignments independently.

Supervision Received: Works under the general direction of the Director of Public Works or his/her designee. Refers unusual administrative problems to supervisor; performs mechanical repair/maintenance duties with no supervision.

Supervision Given: Supervises some laborers on an as needed basis.

Job Environment:

Work is generally performed in repair shop conditions, with frequent exposure to exhaust fumes, oil, dust and other airborne particles; work also involves risk of burns and electrical shock and other hazards associated with working near moving mechanical parts. Work environment is moderately noisy and at times very loud. Exercises caution when working on top of or beneath heavy motorized equipment and in disposing of or transporting materials such as used motor oil, transformer oil, anti-freeze, batteries and related substances. May make occasional on-site repairs to vehicles in the field during a variety of weather conditions.

Operates a wide variety of motor equipment, including heavy equipment, light trucks/automobiles, heavy machinery, pneumatic, power and hand tools, welders, cutting torches, and auto and truck analyzers; also operates standard office equipment.

Interacts frequently with other department employees, equipment and parts vendors, and dealers; communication is in person or by telephone and involves an information exchange dialogue.

Errors could result in delay or loss of services, personal injury to self and/or others, damage to equipment, and significant monetary loss.

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.)

Performs mechanical and electrical repair and maintenance work to a variety of heavy/light diesel and gasoline powered equipment; diagnoses technical difficulties and makes necessary repairs and adjustments; welds, fabricates and performs other skilled tasks as required.

Performs emergency repairs in the field as necessary and responds to other related emergencies.

Drives snow plowing equipment; performs related duties as assigned; assists in repairing drainage lines and completing other maintenance assignments.

Performs work in connection with the construction, reconstruction and maintenance of roads, bridges and drainage systems.

Disassembles/assembles engines and motors, rebuilds engines, replaces clutches and transmissions, tunes motors, performs brake maintenance, adjust brakes, removes, inspects, repairs or replaces brake shoes, maxi-cans, master cylinders, air systems, performs suspension maintenance, repairs/troubleshoots electrical system problems.

Performs preventive maintenance duties on other stationary equipment.

Insures that all vehicles are inspected and have inspection stickers in accordance with established laws.

Performs preventative maintenance operations including changing grease and oil and related filters. Establishes and maintains related maintenance records.

May operate heavy equipment as required during weather and other emergencies.

Ensures compliance with applicable safety rules and regulations and department operations and maintenance procedures.

Must be available to respond to emergency calls on a 24 hour basis.

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

Recommended Minimum Qualifications:

Education, Training, Experience and Tools:

High school graduation; three years of repair experience working as a journey level equipment/vehicle mechanic; welding experience , fabrication is desirable; or any equivalent combination of education , experience and must possess a set of industry standard hand tools needed to perform the job in a safe and efficient manner.

Special Requirements:

Possession of a Class B Commercial Driver's License with Air Brakes

Possession of a Class 2B Hydraulic License

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles, procedures, methods, and techniques involved in the repair and maintenance of gasoline- and diesel-powered motor vehicles and equipment. Working knowledge of welding, body work and refinishing. Thorough knowledge of the repair of electrical and hydraulic systems. Thorough knowledge of safe repair practices.

Ability. Significant mechanical abilities are required to repair and maintain a variety of motorized equipment. Ability to operate light and heavy motor equipment. Ability to use standard and special motor mechanic's tools. Ability to perform welding and brazing operations. Ability to follow detailed written instruction/repair manuals.

Skill. Skill in the use and care of tools employed in automotive repair. Skill in operating above mentioned equipment. Interpersonal skills to effectively interact with other town employees and a variety of outside repair/service vendors. Ability to troubleshoot electrical and mechanical problems and determine appropriate, cost-effective solutions powered vehicles and equipment.

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.

Constant moderate to strenuous physical effort is required to perform the duties of this job. Incumbent is required to spend a large portion of the shift standing or walking, and lifting, carrying, pulling, and positioning light to heavy objects (weighing up to 100 pounds). Ability to use proper body mechanics and techniques. Incumbent is regularly required to sit, talk, hear; use hands to finger, handle, reach with hands, feel, and operate tools or controls. Occasional climbing and working from heights. Vision and hearing at or correctable to normal ranges, and ability to distinguish colors.

(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.)