

POSITION DESCRIPTION

Class Title: Mechanic
Department: Public Works
Worker's Comp Group No.: 054
Date: October 1, 1994

GENERAL PURPOSE

Performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the department.

SUPERVISION RECEIVED

Works under the close supervision of the Town Shop Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Tests, services and repairs vehicles and mechanical equipment.

Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.

Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.

Cuts and welds metal and performs body repair, touch up and related work.

Changes and repairs tires and tubes.

Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs.

Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.

Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.

Provides emergency field assistance to disabled equipment as needed and appropriate.

Assists in the preparation of bid specifications for vehicles and mechanical equipment.

Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.

Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

PERIPHERAL DUTIES

May serve as a member of employee committees.

Coordinates the disposition of surplus Town property.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school diploma or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field.

(B) Three (3) years of related experience, or

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

(A) Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, generators, and welding; price trends and grades or quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.

(B) Skill in operation of hand and machine tools used in automotive and equipment repairs.

(C) Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to maintain effective record of invoices; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and

occasionally in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

SPECIAL REQUIREMENTS

Valid State Driver's with CDL endorsement, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; calculator, phone; mobile or portable radio.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

The duties listed above 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.

The 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.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Revision History: October 29, 2013
August 6, 2019