

JOB TITLE: MECHANIC/MAINTAINER

JOB SUMMARY: Performs skilled mechanical work in the repair, overhaul and maintenance of both diesel and gasoline powered town vehicles and equipment.

SUPERVISION RECEIVED: Receives general supervision from the Public Works Superintendent of Public Works Foreman.

SUPERVISION EXERCISED: Provides supervision to public works crew on work details in order that desired results are obtained and that appropriate care and safety is exercised in equipment operations.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.

1. Responsible for all vehicle maintenance activities including planning and organizing repairs, analyzing and inspecting vehicles to determine cause of malfunctions.
2. Supervises crew in general servicing of assigned equipment, fuel, lubricants and accessories.
3. Makes repairs to trucks or equipment: remove, disassemble, repair, rebuild or replace defective parts or units.
4. Prepares concise and accurate maintenance reports.
5. Performs manual labor in laying pipes, patching, resurfacing roads, lifting garbage and trash containers and related construction or maintenance work.
6. Performs welding as required.
7. Reports work accomplished to Public Works Foreman.

EXAMPLES OF INCIDENTAL DUTIES:

1. Responsible for the scheduling of preventive maintenance operations.
2. Follows standard safety procedures and regulations.
3. Operates all trucks and pieces of equipment.
4. May be required to assist in snow removal or regular highway / grounds work on occasion.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of the operation, repair and maintenance of vehicles and equipment. Thorough knowledge of hydraulic, electrical, air braking and drive train systems. Ability to accurately and efficiently troubleshoot vehicles and equipment for mechanical and/or electronic malfunctions. Ability to fabricate and mig weld parts as needed. Ability to safely operate construction equipment such as frontend loader, roller, street sweeper, dump trucks, backhoe loader and roadside mower. Ability to apply common sense to carry out instructions furnished in written, oral or diagrammatic form. Ability to deal with problems involving a few concrete variables in or from standardized situations. Considerable ability to operate public works equipment and to perform highway maintenance safely, effectively and efficiently. Ability to fill out forms and charts. Considerable ability to communicate orally and establish and maintain effective work relationship with co-workers.

MINIMUM QUALIFICATIONS REQUIRED:

The skill and knowledge required would generally be acquired with graduation from a vocational technical school in an automotive mechanical training program; four years experience as an automotive mechanic, including training in diesel engine repair and two years experience in road maintenance or construction work.

LICENSE OR CERTIFICATE:

C.D.L. Class B License with endorsements N, Restrictions, E,F,J,K and L will not be allowed.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS:

Continuous physical effort required in performing duties requiring walking, standing or lifting while performing work under varying conditions including exposure to inclement weather with some disagreeable factors in both situation such as dust, dirt, grease, heat and cold. Ability to lift and/or carry objects weighing up to 100 pounds.