

# **TOWN VEHICLE/EQUIPMENT MECHANIC (2014)**

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## **JOB SUMMARY**

Performs skilled work in the repair and maintenance of all Town-owned vehicles and equipment, including those of the Police, Fire, Transfer Station, Government Buildings, Water & Sewer Departments, and stationary machinery.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Board of Selectmen who outlines general policies and procedures. Performs duties independently which requires independent judgment, resourcefulness, and skill in determining correct courses of action. Performance is reviewed by the Town Administrator through conferences and overall performance of the vehicles and equipment.

## **SUPERVISION EXERCISED**

None.

## **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Follows manufacturer's specifications to routinely service and perform minor and complex repairs to all Town-owned vehicles and equipment to return it to service as soon as is safely possible. Maintains reports of maintenance, service, and repair of all vehicles and equipment.
2. Purchases vehicles and equipment as necessary; consults with Board of Selectmen on purchases over \$250 or as deemed necessary.
3. Consults with Department Heads and equipment operators on repairs and scheduling maintenance of vehicles and equipment.
4. Inventories supplies and parts daily for availability of necessary items for the day's scheduled tasks. Orders and maintains an adequate stock of cleaning supplies, oils, filters, lights, and all other necessary supplies, items, equipment, and tools. Confers with suppliers and parts dealers to find the best quality items at the best price and buying local if possible.
5. Develops and presents annual Department budget, ensuring adequate funding to ensure safe and optimal-running equipment; presents budget to Budget Committee and attends budget hearings as needed to answer questions and offer explanations about Department budget requests; administers approved budget in accordance with established Town policy.
6. Approves all inspections issued by the Highway Garage.
7. Performs other related duties as required.

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## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Extensive knowledge of mechanics; extensive knowledge of the operation, use, and maintenance of all equipment and tools used on vehicle and equipment maintenance. Knowledge in prefabricating and welding with electric or gas welder; knowledge of diesel powered equipment and skill in their repair; knowledge of hydraulics; knowledge of vehicle electrical systems; knowledge of State laws and regulations pertaining to motor vehicle operations and spillage law. Mechanical aptitude. Skill in the repair and maintenance of vehicles and equipment. Ability to perform frequent strenuous physical effort; ability to detect errors in equipment operations and maintenance; ability to maintain reports concerning maintenance activities; ability to read schematic drawings; ability to problem-solve; ability to manage multiple tasks and assign priorities; ability to develop and manage a departmental budget; ability to communicate effectively; ability to establish and maintain harmonious working relationships with Department Heads, fellow Town employees, and Town officials and should be qualified to do state inspections on all Town vehicles.

## **MINIMUM QUALIFICATIONS REQUIRED**

High school diploma or equivalent and degree in automobile/truck and equipment mechanics from a 2-year technical school. Three to five years experience as a mechanic and equipment operator; OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. AND Possession of a valid CDL-B AND Possession of Airbrake Certification.

## **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

(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.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work. Regularly works under hazardous conditions, with exposure to excessive noise, noxious fumes and gases, toxins, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, oil, and other disagreeable materials; physical demands include climbing in and out of tight spaces and heavy machinery, and standing, crawling, and walking on wet, slippery surfaces, as well as dirt, asphalt, and concrete. Exposure to continuous noises and minor injuries such as cuts and bruises.