



**VACANCY ANNOUNCEMENT**  
**FULL TIME MECHANIC**

**Hours of work: Monday-Friday 40 HOURS PER WEEK**

**7:00a.m. – 3:30p.m.**

**Hourly Rate - \$27.68 – 29.84**

**TOWN OF ENFIELD**

**JOB DESCRIPTION**

**DEPARTMENT OF PUBLIC WORKS - FLEET SERVICES DIVISION**

**MECHANIC**

**GENERAL STATEMENT OF DUTIES:** Duties involve the carrying out of standardized work assignments in the maintenance and repair of motor driven and mechanical equipment following prescribed standard automotive testing and repair practice and involving the application of various established department rules and procedures. Does related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of the Fleet Services Supervisor who issues instructions regarding work assignments and who reviews completed work for conformance to instructions.

**ESSENTIAL JOB FUNCTIONS:** Regular & punctual attendance; repairs and maintains heavy trucks, snowplows, hoists, spreaders, scrapers, cranes, sprayers, tractors, automobiles and other machinery; replaces and adjusts brakes; installs special accessories such as fans, heaters, spreaders and other miscellaneous equipment; adjusts valves, ignition timing, wheel alignment, shock absorbers, carburetor settings and generator charging rate; repairs bodies and chassis by straightening and welding fenders, bumpers, axles and framework; builds and does preventive maintenance and service work such as greasing equipment, tire repairs, washing and polishing vehicles; adds gas, oil; water, antifreeze, completes work order records.

**OTHER JOB FUNCTIONS:** Repairs tool boxes, seats, stocks body parts and side and tail gates; does necessary painting by hand or with spraying equipment; requisitions parts as required; may operate a piece of road equipment on occasion; other duties as assigned.

**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; reach with hands and arms, climb, balance, stoop, stand, walk; using hands to finger, grasp, handle, talk or hear. The employee is frequently required to kneel, crouch, and crawl.

The employee is frequently required to lift, push, pull or move weights at least 50 pounds and occasionally 100 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work 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 of the job.

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 and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is moderately noisy.

### **MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the mechanisms of automotive and other mechanical equipment; knowledge of standard methods of making repairs and adjustments to automotive and similar types of mechanical equipment; ability to use and care for the tools of the trade, bench and testing equipment; knowledge of simple record keeping; ability to make routine decisions as to choice of standard methods of repair or adjustment to be utilized .

**PERSONAL ATTRIBUTES:** Ability to work under unpleasant working conditions; dependability; ingenuity.

**EXPERIENCE AND TRAINING:** Graduation from trade school with specialization in automotive mechanics and two (2) years employment as an automotive mechanic; or three (3) years employment as an automotive mechanic. Must possess Commercial Driver's License (CDL) with passenger Vehicle Endorsement, Air Brake Endorsement, and Tanker Endorsement.

This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position. Revised:

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**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F**