

Job Title:	Mechanic	Job Class Code: T408
Department:	Public Works	Band:
FLSA Status:	Non-Exempt	Bargaining Group: TDPW
Prepared:	July, 1999	Location: DPW Operations

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

SUMMARY

Performs skilled and manual tasks in the servicing, mechanical repair and maintenance of equipment and vehicles for various town departments and the school district.

DUTIES & RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Inspect, diagnose and perform mechanical repairs of vehicles, equipment and apparatus for various departments and agencies, including the Department of Public Works, the Fire Department and the local school district; maintain and service a variety of gasoline and diesel powered vehicles and equipment.
- Diagnose and repair hydraulic systems, electrical systems, air conditioning systems, engines, transmissions, and other components of vehicles and equipment; including generators, distributors, relays, lights, switches, etc.; repair, adjust and replace brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors.
- Perform tune-ups to vehicles and equipment; perform tire repairs and road service repairs on vehicles and equipment; repair air conditioning systems; perform preventive maintenance on vehicles and equipment; check and replace fluids on scheduled basis and as needed.
- Inspect and test equipment repairs to monitor proper functioning; compare repairs and service completed with documented customer work order information to ensure complete, responsive service.
- Design and fabricate parts, equipment, apparatus, playground equipment, etc. as necessary; operate welding equipment and weld parts and equipment.
- Prepare snow removal equipment for use; repair equipment as required; respond to snow, ice and other inclement weather situations to provide maintenance and repair services to snow removal crews.

- Operate assigned equipment in a safe and efficient manner, according to established policies and procedures.
- Conduct body repair work on some vehicles and equipment; paint vehicles and equipment as required.
- Performs additional related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a vehicle and equipment services shop.
- Methods and techniques of diagnosing, repairing, and maintaining equipment and vehicles.
- Complex systems and components of equipment and vehicles, including engine systems, electrical functions, cooling systems, carburetor systems, etc.
- Parts, fluids and tools used in mechanical repair and servicing of vehicles and equipment.
- Methods and techniques for lubricating vehicle and equipment parts.
- Various types of welding equipment, including electric and arc.
- Shop safety procedures and practices.
- Computer applications and changing technology within the work environment.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Communicate clearly and concisely.
- Perform mechanical repairs and maintenance work.
- Function/drive all equipment and vehicles when necessary.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE and TRAINING GUIDELINES-

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

Equivalent to high school diploma. Training in automotive mechanical repair preferred. At least two years of previous automotive mechanical repair work preferred

License or Certification:

- Possession of an appropriate level, valid commercial driver's license, with all required endorsements.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from a Crew Chief or Equipment Superintendent.

WORKING CONDITIONS

Environmental Conditions:

Mechanical repair and maintenance shop environment; exposure to fumes, odors, gasoline, solvents, cleaners, oils and other related liquids; exposure to inclement weather when conducting

field repairs; work on slippery or uneven surfaces; environment includes noise and work with moving objects and vehicles; work closely with others and/or alone.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking extended periods of time; use of both arms, hands and legs; moderate to heavy lifting and carrying; some crouching, stooping, squatting, crawling, reaching, pushing and pulling when performing maintenance and repair tasks; adequate vision, hearing and speech required; must be able to operate assigned equipment and vehicles.