

PLEASE POST

TOWN OF SALEM

May 28, 2019

**MECHANIC
FLEET MAINTENANCE
Municipal Services Department**

**STARTING SALARY:
\$22.84/Hourly
FULL TIME
Affiliated – AFSCME**

Closing Date: June 14, 2019

The full scope of responsibilities associated with this position is outlined in the attached job description. Applicants must submit a current resume or application to:

*Town of Salem
Human Resources Department
33 Geremonty Drive
Salem, NH 03079
EOE*

PLEASE POST

Posted in accordance with Article XXVIII of the Collective Bargaining Agreement

JOB TITLE: MECHANIC

DEPARTMENT: MS – PUBLIC WORKS – FLEET

AFFILIATION: AFSCME **FLSA STATUS:** NON-EXEMPT

SUMMARY: Performs a wide variety of mechanical duties to repair and maintain a variety of vehicles and equipment of the Municipal Services Department and such other departments as may be assigned. The position requires sound mechanical skills and the ability to react and correct a variety of problems. May be involved in other activities of the Municipal Services Department for which he/she is qualified.

ACCOUNTABILITY: Reports directly to and is accountable to the Chief Mechanic.

DUTIES AND RESPONSIBILITIES:

(The following is a representative sample of the duties and responsibilities of the position and is not intended to be all-inclusive.)

Performs periodic inspection of Town vehicles and equipment.

Performs a variety of preventive maintenance tasks such as greasing, lubrication changes and repairs to keep vehicles at maximum efficiency.

Performs major and minor repairs to return out of service vehicles and equipment to use.

Checks when vehicles show damage and reports same.

Keeps garage clean and in order and maintains service equipment.

Prepares and maintains records and reports as required.

May also operate snow and ice removal equipment for which he/she is qualified.

SPECIFIC REQUIREMENTS FOR THE POSITION:

Graduate of high school, vocational or technical school, or equivalent combination of education and experience.

Must hold a valid Commercial Driver's License (CDL).

OTHER CONSIDERATIONS AND REQUIREMENTS:

Ability to diagnose problems and make repairs.

Experience with Air Brakes (service and repair) preferred

Ability to follow oral and written instructions.

Must be in good physical condition and able to perform manual labor, sometimes under adverse conditions.

Must respond to emergency situations.

Must have working knowledge of current principles and practices of vehicles maintenance and repair.

State of New Hampshire Motor Vehicle Inspection License desirable.

Must be a positive team player who consistently exhibits a professional and courteous manner.

Job Title: Mechanic	Revised Date: 5/28/2019	Approved Date:
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Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Regularly Required
LIFT 11 to 25 lbs:	Regularly Required
LIFT 26 to 50 lbs:	Occasionally Required
LIFT over 50 lbs:	Rarely Required
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CARRY up to 10 lbs:	Regularly Required
CARRY 11 to 25 lbs:	Regularly Required
CARRY 26 to 50 lbs:	Occasionally Required
CARRY over 50 lbs:	Rarely Required

REACH above shoulder height:	Occasionally Required
REACH at shoulder height:	Regularly Required
REACH below shoulder height:	Regularly Required
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PUSH/PULL:	Occasionally Required

HAND MANIPULATION

Grasping:	Regularly Required
Handling:	Regularly Required
Torqueing:	Regularly Required
Fingering:	Occasionally Required
Controls and Equipment:	Regularly Required
Environment:	Inside <u>90%</u> Outside <u>10%</u>

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Regularly Required
Bending:	Regularly Required
Crawling:	Regularly Required
Squatting:	Regularly Required
Kneeling:	Regularly Required
Crouching:	Regularly Required
Climbing:	Regularly Required
Balancing:	Regularly Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	√
Sloped surfaces	√
Snow or icy surfaces	√
Grass/Pavement	√
Vehicle Interiors	√

**DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Stand	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Walk	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8

(Percentage spent daily)