



**EMPLOYMENT OPPORTUNITY**

**FULL TIME MECHANIC**

**40 hours per week**

**Monday-Friday 7:00 AM – 3:30 PM**

**Hourly Rate:        \$27.00 - \$29.00**

## TOWN OF SOMERS POSITION DESCRIPTION

<b>Title:</b>	Mechanic	<b>Supervises:</b>	None
<b>Department:</b>	Public Works	<b>FLSA Status:</b>	Full-time, non-exempt
<b>Reports To:</b>	Director of Public Works	<b>Bargaining Unit:</b>	N/A

**Position Summary:** This is skilled work in the maintenance and repair of Town vehicles including, Board of Education vehicles (as requested), Police vehicles, Senior Center transit busses, Town Hall pool vehicles, Recreation vehicles, and Public Works heavy and light fleet vehicles and equipment.

**Essential Job Functions:** diagnoses, repairs and maintains a variety of equipment including, but not limited to heavy trucks, snowplows, loaders, excavators, hoists, spreaders, 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 performs preventive maintenance and service work such as greasing equipment, tire repairs, washing and polishing vehicles; adds gas, oil; water, antifreeze, completes work order records and paperwork in a timely fashion; performs DOT annual inspections of trucks and equipment to DOT 49 CFR and maintains necessary records both paper and electronic; assists in maintenance and upkeep of garage, stockroom and premises; assists drivers in daily inspections; cleans equipment as needed.

**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; performs snow plowing and sanding operations as needed; other duties as assigned; may handle hazardous waste or CT regulated waste requirements of 40 CFR 265.16. Other duties as required.

**Technical:** Follows standard procedure and manufacturer' recommendations for scheduling maintenance and evaluating/identifying repair needs. Uses repair manuals, charts, and schematics to determine necessary maintenance and repairs. Relying on prior experience, evaluates need for repairs by operating the vehicle/equipment and discussing its performance with operators. Uses lift or jack to analyze, test, inspect, and determine cause of malfunction. Uses hand or power tools and equipment to perform repairs, follows standard safety practices and procedures.

**Administrative:** Maintains copies of written and electronic maintenance records on all vehicles and equipment, maintains inventory of parts and supplies required for fleet service operations. Orders materials, parts, and supplies as needed, completes service records for all repairs.

**Training:** Participates and completes training assignments, both in the field and in the classroom, is required to complete First Aid, CPR and Hazardous material training, other training may include; OSHA and safety, Flagger certification, snowplow operation, sweeper operation, equipment operation, roadside mower operation, maintenance procedures, pavement maintenance, chain saw and other small portable operation, ETC.

## **MINIMUM QUALIFICATIONS**

### ***Knowledge, Skills & Abilities:***

- Knowledge of the mechanisms of automotive and other mechanical equipment;
- Thorough knowledge of powered and hand tools used in a Fleet Department;
- Knowledge of standard methods of making repairs and adjustments to automotive and similar types of mechanical equipment including fabrication, welding, spot painting repairs and restoration;
- Ability to use and care for the tools of the trade, bench and testing equipment;
- Knowledge of simple record keeping;
- Ability to follow oral and written instructions;
- Ability to read and write English effectively;
- Ability to make routine decisions as to choice of standard methods of repair or adjustment to be utilized;
- Ability to work independently;
- Ability to complete mathematical calculations with strong technical and diagnostic skills;
- Working knowledge of computers and ability to learn fleet maintenance software.

### ***Experience & Training:***

- Graduation from high school or trade school with specialization in automotive mechanics and four (4) years employment as a technical automotive mechanic including medium/heavy-duty truck servicing;
- Must possess Commercial Driver's License (CDL) class A or B with air brake endorsement;
- ASE Automobile certification (A1 – A9 Series) or ability to obtain within two (2) years of employment;
- ASE Medium/Heavy Truck certification (T1 – T8 Series) or ability to obtain within two (2) years of employment ;
- Must maintain current DOT medical certification;
- Must participate in random DPW drug testing.

### ***Physical Requirements:***

- Stand, walk, lift, reach, bend, and squat in the performance of job duties.
- Regularly work in field and job sites and tolerate exposure to dust and noise.
- Safely operate trucks, motor vehicles and equipment.
- Sit for periods in excess of one hour while operating a heavy motor vehicle or tractor.
- Recognize and document the need for vehicle repairs and maintenance.
- Safely operate a variety of powered and manual hand tools and equipment requiring balance, manual dexterity and mechanical aptitude.
- Regularly lift and/or carry objects or materials weighing 25-50 pounds
- Demonstrate and maintain sufficient stamina and good health to perform strenuous physical labor.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Deal with problems involving a few concrete variables in or from standardized situations.
- Tolerate frequent exposure to extreme weather conditions including heat, cold, rain, and snow for periods in excess of one hour.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities, and/or qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.