

TOWN OF SOMERS

Position Description

Title: Mechanic
Department: Public Works
Reports To: Highway Foreman

Supervises: None
FLSA Status: Full-time, non-exempt
Bargaining Unit: N/A

Position Summary: Performs skilled mechanical work in the repair, overhaul, and maintenance of both diesel and gasoline powered town trucks, heavy and light equipment, small engines, and related mechanical equipment. May work as maintainer during peak demand periods. Provides accurate, timely, high-quality service to all internal and external customers.

Major Job Duties:

Service: Plans, organizes and performs scheduled and regular mechanical maintenance of all public works vehicles, heavy and light equipment, small engines & power tools and related mechanical equipment. Performs routine vehicle maintenance work including tune-ups, lubrications, oil changes, tire changing, balancing and rotation. Performs repairs, rebuilding, or overhaul of engines, transmissions, electrical systems, brake systems, and clutches. Performs repair to damaged vehicle bodies and body parts. Performs welding as necessary to repair damaged structural members of vehicles. May recommend outsourcing of repairs or maintenance as necessary.

Teamwork/Coordination: Works cooperatively with department staff members in delivery of public works services to internal and external customers. Works cooperatively with other departments to support the maintenance of town roads, fields, park grounds, park facilities, buildings and properties. Provides constructive input to the Public Works department staff discussions and actively participates in group issue identification and resolution.

Technical: Follows standard procedure and manufacturer's 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 mechanic's hand tools, power tools and equipment to effectively perform repairs. Follows standard safety procedures and regulations.

Administrative: Develops, updates and maintains written maintenance records on all Public Works vehicles and equipment. Maintains inventory of parts and supplies required for fleet service operations. Orders materials, parts and supplies as needed. Completes work order forms for all jobs.

Qualifications:

- Graduation from a vocational/technical school in an automotive mechanical training program, and three years experience as an automotive mechanic, including training in diesel engine repair; OR
- A combination of training and experience in automotive a diesel engine repair totaling seven years.
- Proven ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

Approved by:

Approved by:

Last Revision Date: 10/08

Dir. Public Works/on file

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Position Description

- Proven ability to operate heavy construction equipment.
- Proven, thorough knowledge of the operation, repair and maintenance of motor vehicles, heavy equipment and other mechanical equipment.
- Proven, thorough knowledge of hydraulic and electrical systems.
- Familiarity with the use, operation and maintenance of manual and powered hand tools.
- Clean driving record.
- Satisfactory pre-employment drug test.
- Commercial Driver's License (CDL-B).

Physical Requirements: This position is one of physical labor primarily performed in a garage and/or field locations involving the operation of light and heavy hand and automotive equipment. The incumbent will be required to pass a pre-employment drug test and will be subject to random drug and alcohol testing throughout his/her employment. The incumbent must be able to:

- 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 and other motor vehicles.
- Stand for periods in excess of one hour while repairing vehicles/equipment/tools.
- Sit for periods in excess of one hour while operating a heavy motor vehicle or tractor.
- Recognize the need for vehicle repairs and maintenance.
- Safely operate, repair and maintain 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.
- 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 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.

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