

Ayer Department of Public Works
Highway Division

MECHANIC

DEFINITION:

Skilled maintenance and repair work on all Public Works Department vehicles and equipment; maintenance and repair of Town garage; related work as required.

JOB ENVIRONMENT:

Works under general supervision of the Superintendent and Highway Division Foreman.

Exercises considerable independent judgment as to work methods and procedures including the authority to withdraw vehicles from work assignments for scheduled maintenance or for such emergency repairs, as he/she deems necessary.

Major contacts are confined to Public Works employees, but makes occasional contacts with other Town Officials and frequent contact with supply houses and other vendors of equipment and automotive parts.

Errors could result in excessive vehicle maintenance costs, high incidence of breakdown and withdrawal of important equipment units from service, and failure of the Town to obtain expected service from expensive equipment.

Work is performed under typical repair shop conditions with exposure to exhaust fumes, oil, caustic chemicals, dust and other airborne particles; frequently exposed to hazardous materials. Work is also performed outdoors at which time the incumbent may be exposed to weather extremes of heat and cold temperatures and inclement weather. Work involves risk of burns and electrical shock and other hazards associated with working near moving mechanical parts. Work environment is noisy and at times very loud.

Operates a wide variety of motor equipment, including heavy equipment, light trucks/automobiles, heavy machinery, pneumatic, power and hand tools, welders, cutting torches, and auto and truck analyzers; also operates a computer, telephone and other standard office equipment.

Errors in judgment may result in significant time loss and delay, monetary loss, damage to buildings and/or equipment and serious personal injury and injury to others.

ESSENTIAL FUNCTIONS:

1. Maintains the fleet of Public Works Department vehicles and equipment.
2. Performs skilled repair and maintenance of motor equipment; conducts engine overhaul and repair on diesel and gasoline engines of all sizes; inspects and trouble-shoots gasoline and diesel internal combustion engine-powered vehicles and other

- engine-powered equipment; does tune-ups; repairs electrical systems; performs brake maintenance, performs suspension maintenance, removes and replaces clutches.
3. Operates a preventive maintenance program for Public Works vehicles and maintains records of the cost of maintenance of each vehicle in the Public Works Department's fleet.
 4. Performs preventive maintenance; lubricates equipment; changes oil and grease; cleans and washes vehicles. Conducts inspections of equipment condition.
 5. Establishes and maintains related maintenance records and updates DPW Computer Maintenance and Management System with all maintenance and repair activities.
 6. Repairs and overhauls power equipment and tools such as compressors, jack hammers, plows, sanding equipment, chain saws and mowers.
 7. Orders mechanical parts and equipment. Maintains adequate levels of parts inventory; solicits price quotes. Prepares and maintains forms and records including repair records. Assists Highway Department Foreman in preparing specifications for new vehicles and equipment.
 8. Purchases parts and components under authority of purchase orders issued by the Departmental Office.
 9. Inspects periodically the servicing of vehicles by operators; exercises over-all control of lubricant dispensing.
 10. May make recommendations to Superintendent or Highway Division Foreman regarding the practices involving safety or equipment operation.
 11. Keeps a daily log of all activities within the Department and an inventory of supplies on hand to insure proper operation of the Department.
 12. Expected to operate vehicles providing roadway snow removal and sanding during general snow removal when necessary; may plow sidewalks, municipal parking lots and schoolyards. May be called upon to work as Highway Equipment Operator/Laborer during times of emergency or as needed.
 13. Regular attendance and punctuality at the workplace is required.
 14. Performs similar or related work as required, directed or as situation dictates.

RECOMMEDED MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school education supplemented by one year of technical or vocational training as a mechanic; five (5) years experience as a mechanic performing gas, diesel and hydraulic repair work; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid CDL B license with airbrake endorsement required. CDL A license preferred. Possession of a valid Hoisting Engineer license required.

Knowledge, Ability and Skill:

Knowledge: Extensive knowledge of the principles, procedures, methods and techniques involved in the repair and maintenance of gasoline and diesel powered motor vehicles

and equipment. Thorough knowledge of the repair of electrical and hydraulic systems. Thorough knowledge of safe repair practices.

Ability: Ability to diagnose problems in and repair motor vehicles and equipment. Ability to operate light and heavy motor equipment. Ability to use all motor mechanic's tools. Ability to perform welding and brazing operations.

Skill: Skill in the use and care of tools employed in automotive repair. Skill in operating above mentioned equipment.

Physical Requirements:

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. Regularly lifts and/or moves objects. Accesses all levels of a vehicle, traverse uneven terrain, climb a ladder and enter and exit from vehicles. Manually operates all tools and vehicle controls. Must be able to detect odors and vibrations. Must be able to operate equipment/trucks for extended periods of time during snow emergencies. Communicates verbally and in writing. Vision and hearing at/or correctable to normal ranges.

Probation:

After an employee has completed his probationary period of twelve (12) months as a Mechanic, employee will be considered a full time Mechanic.

An employee in-house with seniority of over one year in Public Works must have a six (6) month probationary period.

An employee must obtain all required licenses within six months of obtaining position.