

## **POSITION DESCRIPTION**

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**Class Title:** Mechanic/Equipment Operator  
**Department:** Public Works

**Location:** Department of Public Works  
**Date:**

**Classification: This is a full-time position with benefits as outlined in our personnel policy and it includes a probationary six-month period whereby all employees are considered at-will**

### **GENERAL PURPOSE**

This is skilled manual labor in the repair and maintenance of various pieces of light and heavy motorized equipment used in road construction, road maintenance, snow removal, fire, rescue, police and solid waste department and other generalized work.

Employee of this class is able to correctly diagnose and make major repairs on a variety of equipment. Employee is also responsible for regular preventive maintenance on this equipment. Employee must have the ability to operate these various pieces of equipment when required to assist the Public Works Department. Work is done with independence subject to review upon completion by the Director of Public Works.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Public Works Director or Foreman in the Director's absence.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs major repairs on equipment as the situation warrants, examples include spring replacement, transmission and brake repair, hydraulic pumps, valves and hoses and major engine repair.
- Performs regular preventive maintenance on vehicles including oil changes, filter and belt changes, and lubrication as necessary.
- Helps prepare trucks and other equipment for different seasonal jobs including repairing and maintaining sanders and plows.
- Maintains repair and general maintenance records for all vehicles; prepares bills for work done to be allocated to appropriate departments.
- Shall perform repair work on vehicles that utilize welding and cutting tools.
- Assists road crew and other departmental activities by driving equipment or performing other manual labor tasks.
- Participates in the seasonal plowing and sanding of town roads and sidewalks.
- Maintains good housekeeping in and around public works facilities.
- Assists in general maintenance activities on town buildings, property, and equipment.
- May work non-scheduled hours as directed by the Public Works Director.
- Other duties as assigned.

### **PERIPHERAL DUTIES**

- Performs other related public works tasks, as assigned by supervisor.

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### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- High school graduation or equivalent.
- Education and experience in the operation and maintenance of heavy and lighter trucks and other motorized equipment used in the construction trades; or any equivalent combination of experience and training.
- State of Maine Class B Commercial Driver's License (CDL) with an acceptable driving record and insurable under the town's insurance policy.
- State of Maine Commercial Inspection License (Class D & E) or ability to get one within 12 months.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge and certifications of the general maintenance requirements of various pieces of light to heavy motorized equipment.
- Ability to perform major repairs on various light and heavy motorized vehicles.
- Ability to perform annual State of Maine Inspections on various light and heavy motorized equipment and/or vehicles.
- Knowledge of necessary tools and equipment used in the repair and maintenance of motorized equipment.
- Knowledge of principles and operation of gasoline and diesel engines.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Skill in the use of tools and the operation of machines and equipment employed in automobile repair and maintenance.
- Knowledge of the geography of the town, including the location of roads.
- Ability to operate trucks and other motorized equipment safely and according to traffic laws and regulations.
- Ability to perform manual labor for extended periods of time under adverse climatic conditions.
- Ability to carry out general instructions independently and follow more detailed instructions with some guidance.
- Physical strength, agility, and endurance sufficient to perform required work.

### **SPECIAL REQUIREMENTS**

- A pre-employment physical examination to determine fitness to perform necessary work is required upon offer of employment.
- Must take and pass a CDL pre-employment drug and alcohol test and periodically submit to random drug and alcohol testing.
- Knowledge and/or experience related to the general repair and maintenance of fire and rescue vehicles.
- This is a full-time position with benefits as outlined in our personnel policy and it includes a probationary six-month period whereby all employees are considered at-will

### **TOOLS AND EQUIPMENT USED**

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Dump truck, pickup truck, backhoe, loader, grader, lawn mower, york rake, welding equipment, chain saw, rake, hoe, shovel, automotive and other small tools, and other related maintenance equipment and tools. Must be knowledgeable in the use of personal computers and Microsoft Office products.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is *constantly* required to walk, sit, talk, bend, see, and/or hear. The employee is *constantly* required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms, legs and feet. The employee is *frequently* required to stand, twist, reach, squat, crouch, kneel, and smell and *occasionally* required to climb stairs or ladders, balance, stoop, and/or crawl.

The employee may *frequently* lift and/or move up to 50 pounds and *frequently* lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment may be moderate to high while operating equipment or in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, reference check, pre-employment physical examination, and pre-employment drug and alcohol test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Town Manager

Effective Date: