

## **TOWN OF HAMILTON, MA**

### **PW MECHANIC**

Department	Public Works
Reports to:	Director of Public Works
Position Status:	Non-Exempt
Weekly Hours:	40
Salary Classification:	Grade 9

#### **Position Summary/Purpose:**

The purpose of this position is to maintain town vehicles and equipment including CDL vehicles and heavy equipment, trucks, mowers, police vehicles, small equipment etc. in a reliable and safe condition so as to be available for service according to approved standards. The work involves performing all types of equipment maintenance, preventative maintenance and repair work. This includes performing routine and specialized mechanical maintenance for all vehicle/equipment, maintaining equipment/vehicles in the most cost effective manner, recording all maintenance and associated costs, and recommending maintenance and repair improvements to reduce overall operating costs. A PW Mechanic is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

#### **Supervision:**

*Supervision Scope:* Performs varied and responsible technical and mechanical duties requiring knowledge of vehicle maintenance standards and procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others; incumbent is called upon to handle a significant amount of physical labor

*Supervision Received:* Works under the direction of Director of Public Works and the Assistant Director of Public Works following technical standards related to vehicle mechanics, procedures and policies.

*Supervision Given:* None

#### **Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Reads equipment specifications, software and scanning equipment, computer and repair manuals, and implements adopted maintenance schedules and procedures; orders supplies for vehicle and equipment maintenance
- Does preventative and routine maintenance on lawn mowers, cars, light and heavy trucks, loaders, backhoes, tractors, mowers, police vehicles, small equipment, etc.

- Prepares equipment maintenance records by completing work orders and recording job cost and time.
- Performs equipment maintenance and repair work involving tasks ranging in complexity from checking sufficiency of fluid levels and pressures to engine/transmission disassembly, repair and rebuild
- Trouble shoots and repairs electrical, hydraulic, mechanical and other equipment systems.
- Test operates vehicles or equipment, discusses performance with operator; uses lift or jack to analyze, test, inspect, and determine cause of malfunction. Performs standard diagnostic tests using specially designed test equipment as available.
- Grinds, files, and sands repaired surfaces using power and hand tools. Form, cut, weld, braze, and otherwise works and adheres metals and other equipment materials.
- Uses hand tools and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment; Repaints repaired surfaces using spray gun
- Adapts or modifies vehicles and equipment for safety purposes or emergency use
- Responsible for fuel facility and all regulations; responsible for fuel ordering and record maintenance of fuel used.
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc. Loads own truck with salt for snow operations
- Ensures that all maintenance is conducted in a safe manner and all work safety practices are followed
- Is subject to call out to respond to emergencies after normal working hours
- Serve as Truck Driver or Heavy Equipment Operator as needed for water distribution, highway, park and cemetery operations as needed

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continue training; keeping current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

An Advanced Technical Education or comparable technology educational background and/or ASE Certification are required. The candidate must have a minimum of 5 years of vehicle and heavy equipment maintenance; or any equivalent combination of education, experience and training. Municipal experience is highly desirable.

**Special Requirements:**

Must have and maintain: Commercial Driver's License (CDL) Class B with airbrakes endorsement Hoisting machinery license class 2A. Must submit to CDL Drug and alcohol testing regulations. Fuel Facility Operator Certification may be required. Must have their own set of mechanics tools and tool box.

**Knowledge, Ability and Skill:**

- Thorough knowledge of the safe practices of driving heavy vehicles and the operation of heavy equipment;
- Thorough knowledge of vehicle and heavy equipment maintenance;
- Thorough knowledge of fuel facilities and fuel operations
- Knowledge of welding processes;
- Working knowledge of Public Works Operations – Road Construction, Water Distribution Projects, Park & Cemetery Grounds maintenance and the equipment used to perform these functions
- Working knowledge of safety procedures for working in roadways, working with hazardous materials, and working with mechanical equipment;
- Ability to manage parts inventory and supplies
- Ability to maintain maintenance records
- Ability to use computer programs, email, software, and vehicle scanning devices
- Ability to follow written and oral instructions;
- Ability of work as an individual or part of a team to accomplish a project;
- Ability to read and follow safety procedures;
- Ability to work for long hours and perform physical labor is necessary
- Skill in using snow plows, CDL vehicles, mowing equipment and various power tools and hand tools;
- Aptitude for working with people and maintaining effective working relationships and providing good customer service
- Municipal experience highly desirable

**Job Environment:**

Work is performed in a garage, yard, and field locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of and maintenance of light and heavy trucks and equipment including but not limited to: snowplows, roadside mowers, fork lift, tractors, lawn equipment, and CDL vehicles, brush cutter, backhoe and front-end loader, rented excavator, etc. Also requires the

operation of hand tools, power tools, chainsaws and jackhammers

Makes occasional contacts with the general public to handle resident's questions onsite. Most contacts are with fellow employees in the department or other town departments. Makes occasional contact with vendors, suppliers and underground storage tank regulators. Communication is frequently in person or by phone

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town equipment and potential liability.

### **Physical and Mental Requirements:**

#### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemical			X	
Work with fumes or airborne particles			X	
Non weather related -extreme heat/cold		X		
Work near moving mechanical parts				X
Risk of electrical shock			X	
Vibration			X	
Other- Traffic		X		
Other-				

#### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing and balancing		X		
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
smelling		X		
Bending, pulling, pushing				X
Other-Driving		X		
Other-		X		

#### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds		X		

Over 100 pounds		X		
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#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)			X	

#### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*