

JOB DESCRIPTION

Position Title: **Town Mechanic/Truck Driver/Laborer**
Department: Public Works – Highway Department
Salary: \$24.77/hour

SUMMARY/OBJECTIVE

The Mechanic/Driver performs preventative maintenance and repairs on Town vehicles, equipment and buildings. Skilled operation of light and heavy trucks is required, but also the ability to perform routine maintenance on public streets and walkways, parks and playgrounds, cemeteries and recreational/conservation areas.

SUPERVISION

Serves under the supervision of the DPW Superintendent and the general direction of the Highway and Cemetery Division Supervisor. Occasionally exercises independent judgment while making otherwise routine repairs.

MAJOR DUTIES (essential job functions)

1. Operates light and heavy trucks of all sizes, as well as a variety of truck-mounted sand spreaders and similar attachments, in the winter, operates snowplowing and sidewalk equipment and may operate loader to load trucks.
2. Frequently Transports laborers, equipment and materials.
3. Performs varied mechanical duties relative to the repair/replacement of fleet vehicles, helps coordinate preventative maintenance schedules for vehicles.
4. At times performs interim or permanent repairs to town buildings as required.
5. Helps supervisor to formulate an inventory of commonly used parts.
6. Performs periodic safety checks of mechanical items.
7. Removes litter and trash from assigned areas.
8. Plows, shovels and removes snow and ice from roads, sidewalks and walk areas.
9. Performs general landscaping maintenance including planting, loaming, seeding and mowing at the town's parks, playgrounds, cemeteries, and recreation/conservation areas; maintains public shade trees.

WORK ENVIRONMENT

While performing the duties of this job, work is often performed under varying field conditions with exposure to variable weather conditions and periodic exposure to personal injury. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. Work performed on sewer main systems will require exposure to biological hazards.

The noise level in the work environment is usually moderate, but can be loud at times

when operating equipment. Errors could result in damage to equipment, possible injury of users, delay or loss of service and danger to public safety.

PHYSICAL REQUIREMENTS

Work requires heavy physical effort at times. Work may have to be performed under adverse conditions and at all hours of the day. On-call at all times and may require working for an extended period of time in situations such as snow storms, severe weather, water and sewer main breaks, etc.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

The employee must occasionally lift and/or move objects up to 65 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.

RECOMMENDED MINIMUM QUALIFICATIONS

- High school graduate.
- Minimum three years of related public works or construction experience.
- Preferred three years' mechanical experience on light and heavy duty trucks
- Valid driver's license required
- ASE Certifications Required
- Class "B" CDL motor vehicles license and a hydraulic operator's license required
- Considerable knowledge of street and storm sewer maintenance and repairs.
- Considerable knowledge of park maintenance and forestry.
- Skill in operating the tools and equipment needed to perform the job.
- Knowledge of vehicle fluids disposal methods required to protect the environment, proper "blocking" of vehicles and parts to prevent injury, and "flashpoint" safety awareness when working around vehicle fluids and batteries.
- Skill in reading vehicle manuals and diagrams.
- Knowledge of diesel and gasoline engine maintenance.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are roughly Monday through Friday 7:00 a.m. to 3:30 p.m. Occasional morning, evening and weekend work may be required as job duties demand.

TRAVEL

Travel is primarily locally during the business day, although some out of the area travel may occur.