

Position Title:	Mechanic – HEO	Grade Level:	Level F
Department	Highway	Date:	Nov. 2017
Reports to:	Highway Superintendent and General Foreman	FLSA Status	Non-Exempt

DEFINITION

Responsible for performing maintenance on and repairs to the Town's fleet of vehicles and equipment.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Makes repairs to vehicles and equipment. Diagnoses and troubleshoots problems based on operators' observations of vehicle performance, road testing and own expertise.
- Performs routine and preventative vehicle and equipment maintenance service.
- Makes necessary repairs. Prepares town-owned vehicles for annual vehicle safety and emissions inspection.
- Creates records of work done and equipment condition; generates reports. Advises supervisor to facilitate planning for replacement
- As requested, participates in all snow and ice removal operations and other emergencies declared by the department. Is responsible for responding to emergency calls on a 24-hour basis. Prepares equipment for seasonal work; assures it is maintained during use.
- Performs maintenance and custodial duties within the maintenance facility
- Performs similar or related work as required.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or

evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers incidental to the purpose of the work and involve giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

EDUCATION AND EXPERIENCE

High School diploma or equivalent and one to three years of experience in automotive mechanics, or any equivalent combination of education and experience.

Class B commercial driver's license with air brake endorsement and hoisting license are required. ASE T1 and T2 certifications, certification for air conditioning service, welding, and ASA certifications preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge of the standard practices, methods, tools and equipment used in the maintenance and repair of motor equipment. Knowledge of the design and operation of gasoline and diesel powered vehicles. Knowledge of hydraulic, electrical and mechanical systems and hoisting equipment.

Ability to weld and use tools in the repair of motor equipment. Ability to communicate and have good relationships with others. Ability to read, understand and interpret to other technical documents. Ability to perform strenuous physical work and work in adverse conditions. May need to operate personal computer and specialized software applications and systems for computerized vehicle diagnostic codes.

Automotive, truck and equipment repair skills. Welding skills.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or being under prolonged pressure during emergency situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.