

Town of Durham, Maine

Job Description

TITLE: Mechanic	DEPARTMENT: Roads
Work Schedule: Full-Time	Pay Range: \$17 - \$21 hourly
FLSA: Non-Exempt	Revised/Approved: April 4, 2017
	By Durham Board of Selectmen

GENERAL PURPOSE:

Performs highly skilled work involving the repair and maintenance of automotive and mechanical equipment.

SUPERVISION RECEIVED:

Works under the supervision of the Road Commissioner or Working Foreman.

SUPERVISION EXERCISED

Exercises supervision of other personnel when those employees are specially assigned to undertake maintenance on their assigned vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes, maintains and executes an effective maintenance schedule for all equipment and vehicles. Said schedule to include but not be limited to all recommended manufacturers suggested and required maintenance services.
- Maintains files and records, and schedules equipment for scheduled maintenance and repair.
- Consults with and offers direction and leadership to the Road Commissioner regarding equipment needs and maintenance.
- Maintains and updates records of vehicle inspection stickers, vehicle registrations and insurance and ensures department compliance with state and federal OSHA regulations.
- Codes bills and assists Road Commissioner with budget preparation pertaining to the fleet.
- Occasionally attends technical workshops and training sessions.
- Maintains inventory of supplies, parts and tools, meets with sales representatives regarding parts and supplies.
- Oversees all mechanical and related work performed by drivers and operators.
- Repairs and rebuilds components of automotive and other specialized equipment, including but not limited to trucks, tractors, graders, rollers, loaders and other related equipment.
- Researches new truck and equipment purchases with Road Commissioner and recommends appropriate specifications.
- Calibrates and maintains liquid and sand/salt equipment on plow trucks.
- Assists in the mounting and maintenance of plow equipment.
- Fabricates parts and equipment with the use of special welding and forging tools.
- Operates plow truck with wing during all snow and ice events with other plow drivers.
- Operates various pieces of equipment under special circumstances.

- Uses computer software and diagnostic scan tools for the fleet.
- Acts as an advisor to the Road Commissioner with respect to all mechanical/maintenance fleet needs.
- Performs all duties in conformance to appropriate safety and standards.
- Performs other related work as required.
- On call from November 1 through April 15 for snow plowing and call-in situations.

DESIRED QUALIFICATIONS

- Graduation from high school or GED; or any combination of schooling or equivalent in-service training and experience.
- Considerable experience in the service, maintenance and repair of heavy equipment/automotive and related equipment.
- Must possess a valid class B Maine Commercial Drivers License.

Necessary Knowledge, Skills and Abilities:

- Ability to work with other departments on their equipment.
- Ability to order parts and other needed items for the operation of town equipment.
- Ability to do major work on heavy equipment, i.e., pumps, chainsaws, pick-ups, etc.
- Ability to prioritize equipment repairs.
- Ability to operate town equipment in order to do testing of repairs.
- Ability to read and understand shop and repair manuals.
- Ability to locate and repair electrical problems.
- Ability to perform required amount of work in a timely fashion with a minimum of errors.
- Ability to work in a safe and efficient manner.
- Ability to work long hours as needed by the Road Commissioner.
- Ability to work long hours during winter months. Must be on-call during the period from November 1st through April 15th (24 hours a day/ 7 days a week) for the purpose of snow removal.
- Ability to withstand cold and inclement weather.
- Ability to perform manual labor as required.
- Ability to work with Road supervisors and subordinates.
- Ability to supervise other employees doing mechanical work.
- Ability to work well and harmoniously with foreman and others.
- Ability to work with the public.
- Ability to work independently and be self-motivated.
- Ability to be neat and maintain a professional appearance.
- Ability to understand and work within the Town of Durham's Policies and Procedures.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including loaders, graders, excavators, trucks, chippers, backhoes, mowers, chain saws, radios, and other public works equipment as well as various hand tools, cutting torches, welders.

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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk or hear.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, and crouch.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 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 regularly works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee is occasionally exposed to fumes or airborne particles, traffic and vibration.
- The noise level in the work environment is often loud.

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.