

ASSISTANT MECHANIC

Department: Department of Public Works
Division: Vehicle Maintenance
Appointing Authority: Superintendent

Grade: T1
Revision Date: 1/09
Bargaining Unit: W

Definition:

Under general supervision performs a variety of routine or semi-routine and semi- skilled tasks and duties in the maintenance and repair of departmental equipment and vehicles; all other related work as required that is logical to the position.

Supervision:

Works under the general supervision of the Mechanic and/or Vehicle and Building Maintenance Foreman, but functions independently in accordance with departmental operating procedures.

May be responsible for assisting or instructing one or two helpers in the same type of work.

Environment:

Work is primarily indoors at the Town Yard under conditions involving walking and stepping over uneven objects or materials; work may occur in adverse weather and environmental conditions with exposure to sun, wind, dust, heat, cold, rain, snow, insects, gasoline or diesel fumes, loud noise levels or high vibrations; grease, engine oils, solvents, chemicals or other hazards, requires physical strength and endurance.

Errors in equipment repair or operation may cause legal or financial repercussions, damage to equipment or facilities, personal injury, injury to colleagues or the public, danger to public health and safety; equipment repair and operation requires adherence to safety and usage protocol; requires mechanical testing, repair and service requiring adherence to safety protocol.

Some record keeping work may include use of computers or paper based systems for inventory, repair logs, or other appropriate tracking and utilization systems.

Has intermittent contact with employees, vendors or contractors in answering questions, solving problems, providing instructions.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the town as well as impact on employee morale, confusion and delay.

Essential Functions:

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Performs a variety of service work and provides assistance to mechanics on all types of engine-powered equipment; performs servicing and maintenance for a variety of motor equipment; assists mechanics to

troubleshoot gasoline and diesel internal combustion engine powered vehicles and other engine powered equipment and reports defects found; maintain work area and equipment in safe and operable condition.

Performs basic tune-ups, repairs electrical and hydraulic systems, adjusts brakes and clutches, performs basic service functions, including but not limited to replacing fan belts, hose connections and light bulbs; flushes and fills radiators; changes oil and lubricates vehicles; changes and repairs tires; performs miscellaneous errands, updates inventories.

Provide on-call duties during snow emergencies and operating snow plowing, removal, sanding and salting equipment; assist other DPW divisions as required; makes recommendations regarding future repairs and maintenance projects.

Minimum Qualifications: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

Education and Experience: Educational level sufficient to understand and follow specific verbal or written instructions; and, to provide written equipment and other requisite reports as demonstrated by attainment of a high school or vocational school education or equivalency; two (2) years of relevant experience, or a combination that enables performance of all aspects of the position.

Knowledge, Ability, Skill, Attitude:

Ability to establish and maintain satisfactory relationships with supervisors, coworkers, and vendors. Aptitude for and ability to safely operate vehicles, tools and equipment utilized. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Operational and repair knowledge of departmental vehicles, equipment and their general maintenance.

Ability and knowledge of standard caution protocol in operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions. Ability to perform moderate to strenuous duties.

Must demonstrate organizational and time management skills. Ability to communicate effectively orally and in writing; must work effectively and independently in situations where deviations and irregularities occur. Ability to inspect, analyze, evaluate, diagnose and correct basic vehicle, equipment and process failures; ensure safety and professional work standards are set and maintained.

Physical Requirements: Moderate to heavy physical effort required to perform manual tasks requiring consistent physical strength and endurance for extended periods and possibly under adverse weather conditions. Normal working day involves walking, standing, sitting, leaning with moderate to frequent body movements such as reaching, crouching, bending, twisting and repetitive motions, grasping, pulling and pushing materials up to fifty (50) lbs; may involve sustained uncomfortable physical positions. Good color and sight vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision and the ability to adjust focus.

Special Requirements: Must possess valid Massachusetts Class B Operator's License (CDL) with Air Brake Certification, Massachusetts Hydraulic and Hoisters License. Willingness to work towards achieving Automotive Service Excellence (ASE) Mechanics Certification for heavy and/or light duty vehicles is preferred; possession of automotive hand tools to complete work as assigned. Must drive self and equipment on or off site as necessary for testing or other purposes.

(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.)

Approved:

Dennis Helmus
Human Resources Director

January 1, 2009
Date
Revision History: 3/03, 1/09

John F. Bean
Department Head

[UE 'W' Unit Review: n/a]