

**TOWN OF DURHAM
JOB DESCRIPTION
MECHANIC**

Job Title:	Mechanic	Classification:	Non-Exempt
Department:	Public Works Department	Other:	
Reports To:	Road Commissioner	Supervisory:	None
Position Type:	Full-time		

GENERAL SUMMARY: The Mechanic performs a range of skilled and semi-skilled work in the general maintenance, and repair of all assigned equipment and vehicles, keeping accurate maintenance records and is responsible for scheduling maintenance and repair work. All Public Works employees are considered to be on call and shall be available whenever the possibility for inclement weather exists from November 1st through May 1st.

ESSENTIAL JOB FUNCTIONS:

- Plans, schedules, and coordinates the repair and service of a variety of vehicles and heavy equipment including trucks, tractors, generators, and grounds-keeping equipment
- Diagnoses problems, inspects, tests, troubleshoots, repairs, and maintains all types of vehicles and equipment including hydraulic systems and related components
- Performs tune ups, brake jobs, and preventative maintenance
- Performs minor auto body work
- Performs welding and cutting, as needed
- Examines parts for excessive wear on Town owned vehicles and equipment and replaces common parts and makes adjustments
- Maintains an up-to-date stock of parts for equipment and hardware and order necessary parts and supplies
- Maintains detailed and accurate records of all maintenance and repair activities to include logging hours, mileage, and cost of repairs
- Works in consultation with the Road Commissioner in the bid process by putting together the specifications, meeting with specific vendors
- Codes bills and assists Road Commissioner with budget preparation pertaining to the fleet
- Oversees personnel when assigned to maintain vehicles
- Be available and on-call for emergency operations during the winter schedule and other times of the year
- Operates plow truck with wing during all snow and ice events
- Operates other equipment as necessary
- Be on call from November 1st through May 1st
- Must get along with others and work in a professional manner
- Maintains regular, predictable, and reliable attendance
- Maintains excellent communication and foster a collaborative working environment with all departments as well as with the public
- Maintains cleanliness and safety in the shop
- Places an emphasis on safety, efficiency, quality, and productivity
- Follows all Town and Department policies and safety procedures
- Performs related work as required

KNOWLEDGE/SKILLS

- Thorough knowledge of standard practices and equipment of the automotive trade
- Thorough knowledge of the functions and operational methods of public works equipment and vehicles

- Thorough knowledge of the principles of gasoline and diesel engines and of the mechanical repair of heavy trucks and auxiliary automotive equipment.
- Knowledge of safety
- Working knowledge of welding methods and techniques and ability to adapt available tools and repair parts to specific repair problems.
- Skill in the use and care of hand and machine tools, and ability to furnish all necessary hand tools
- Report preparation; data compilation including statistical calculations and tabulations; basic math skills
- Knowledge of the functions and operational methods of public works equipment and vehicles

ABILITY TO:

- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Communicate professionally and effectively, both orally and in writing
- Establish and maintain effective working relationships with co-workers and the public
- Work independently, prioritize work and meet deadlines
- Attend any required courses and/or seminars
- Operate a variety of light and heavy equipment including a rubber-tired loader, dump truck, sweeper, back hoe, small tractors, and many construction tools (compactor, pavement saw, chain saw, lawn mower, grass trimmer, etc.)

MINIMUM REQUIREMENTS

Experience and Education/Training:

- High School diploma or equivalent
- Three to five (3-5) years' experience in mechanic repair, engine repair, gas/diesel, and/or welding, or related field; or any equivalent combination of education and experience

Licenses/Certifications:

- Own tools
- Current valid State of Maine Class A or B driver's license with a clean driving record

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Frequent exposure to grease, hazard chemicals and fumes; loud noises from diesel engines and other equipment; moving mechanical parts and vibration. Outside work includes extreme inclement weather conditions and temperatures. Must be physically able to operate a variety of machines and equipment, including, but not limited to front end loaders, backhoe, dump trucks, hot top rollers, mechanic's tools, welder's tools, plasma cutter, and diagnostic testers.

Moderate to heavy physical effort under adverse field conditions is required involving long periods of standing/moving, climbing, crawling, bending, pushing, pulling, occasional lifting of moderately heavy objects up to 60lbs. The employee must be capable of working a long duration of hours.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Employee Signature:

Date: