Town of Exeter, New Hampshire Position Description

Position Title: Mechanic Class I Department: Public Works

825

Reports To: Maintenance Superintendent Date: September 2001

GENERAL SUMMARY:

Under the direction of the Maintenance Superintendent, performs highly skilled work primarily with motor vehicles and heavy equipment repair and maintenance.

ESSENTIAL JOB FUNCTIONS*:

- Repairs, maintains and inspects engines, transmissions, electrical and exhaust systems, cooling and brake systems, bodies and accessory equipment of all vehicles in the Town inventory.
- Changes oil, repairs leaks, replaces lamps, gaskets and other items, as required.
- Welds or otherwise fashions or secures equipment for use or attachment to vehicles.
- Performs state inspections of registered vehicles owned by the town.
- Orders supplies to have sufficient inventory to meet emergency needs of garage.
- Responds to emergency road repair calls.
- Participates in snow removal operations, when required.
- Prepares and implements a repair schedule in the most efficient manner.
- Maintains records of repairs as specified by departmental procedure.
- Operates heavy equipment, including loaders, back hoes, blower, etc., when required.

OTHER DUTIES AND RESPONSIBILITIES:

- Adheres to Town's written operating procedures and policies.
- Promotes and maintains positive community relations.
- Performs other related duties as assigned.

Mechanic Class I

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Duties require knowledge of all skills related to motors, pumps, and related mechanical devices, either diesel or gasoline powered equivalent to completion of a high school diploma plus additional courses from a two year college or technical school and one to three years of related experience, or equivalent combination of education and experience.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES: (continued)

Must possess a valid State of New Hampshire Class B driver's license with air brake certification, and New Hampshire motor vehicle certification for vehicle inspection.

Prior experience in heavy and light mechanical repair required plus experience in welding and hydraulic repair.

Ability to operate all departmental equipment and vehicles.

Ability to interact respectfully and tactfully with fellow employees and the public.

Ability to communicate clearly and concisely with others both verbally and in writing.

Ability to understand and follow oral and written instructions.

Ability to work with little or no supervision.

Ability to read and understand repair manuals.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Performs work in a garage setting, around fumes, chemical and toxic substances.

Operates welding equipment as well as the necessary hand and power tools.

Work is sometimes performed outdoors in extreme weather conditions.

Physical demands include the lifting of heavy objects (above 25 lbs), standing, stooping, and walking, sometimes on rough terrain.

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

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, 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.

| Approved 1/28/02 | | |
|-------------------------------------|--|-----------------|
| I,fully understand the contents and | , have received a copy of this job description. d responsibilities of this position. | I have read and |
| Signature | | |