

<p style="text-align: center;">Town of Exeter, New Hampshire Position Description</p>

Position Title:	<u>Lead Mechanic</u>	Department:	Public Works # 827
Reports To:	Maintenance Superintendent	Date:	April 2004

GENERAL SUMMARY:

Under the direction of the Maintenance Superintendent, responsible for providing technical and supervisory support for the vehicle and equipment maintenance shop, performs highly skilled work primarily with motor vehicles and heavy equipment repair and maintenance.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the supervision of mechanic shop employees and the enforcement of operational and safety standards.
- Plans and coordinates maintenance activities, training, and improvements.
- Tracks and projects items for the annual budget; oversees purchases for materials and supplies.
- Develops work schedules and assignments.
- 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 fighting and removal operations, when required.
- Computer literate for the purpose of maintenance of records and repairs as specified by departmental procedure, and generating internal correspondence.
- Operates heavy equipment, including loaders, backhoes, blower, etc., when required.
- Provides accurate and detailed reporting of work schedule history

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.
- Remain current with all applicable changes to state, local, and federal regulations and compliance issues

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of motors, pumps, electronics, and related mechanical devices both diesel and gasoline powered. Position requires high school diploma or equivalent 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.

Prior supervisory and mechanic shop management experience preferred.

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.

A working knowledge of all pertinent local, state, and federal rules, regulations, and procedures.

Completion of Primex Supervisors Academy or related education within 1 year.

SUPERVISORY RESPONSIBILITY:

Carries out supervisory responsibilities in accordance with the Town of Exeter's policies and applicable laws. Responsibilities may include participation with interviewing, hiring, and training employees; assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

<p>*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.</p>

Approved 4/12/04