

POSITION DESCRIPTION

Class Title: Public Work's Mechanic
FLSA: Non-Exempt
Pay Range: \$26.37 to \$28.53 based on experience
Posting closes: when filled

Mechanic

GENERAL

This is a skilled position involving the repair, maintenance and preventive maintenance of gasoline and diesel vehicular and construction equipment. The mechanic must be able to correctly diagnose and conduct normal maintenance and repairs on a variety of vehicles & equipment.

SUPERVISION RECEIVED

Supervision is received from the Lead Mechanic, although independent judgment is expected in day-to-day operations.

SUPERVISION EXERCISED

none

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Performs regular preventative maintenance on vehicles including oil changes, tune-ups, filter and belt changes, inspections, repairs, adjustments, maintenance and lubrication, as necessary.
2. Performs all duties in conformance with Federal, State, local and Departmental rules, laws, Ordinances and policies. Follows all safety standards, environmental policies and regulations.
3. May perform duties of Equipment Operators as needed.
4. Assist Lead Mechanic with scheduling and recording preventive maintenance for Town equipment using applicable software.
5. Assists Lead Mechanic to manage shop inventory of parts and supplies
6. Keep necessary and accurate records of time, material, parts, and work performed.

7. Works with the Lead Mechanic to coordinate the repair of vehicles and equipment with outside vendors.
8. Available for all on-call assignments.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma or equivalent with a minimum of five (5) years of experience in the service, maintenance and repair of automotive and heavy equipment. Post-secondary vocational training in an automotive, diesel or mechanical trade is desired. An equivalent combination of training and experience may be considered in lieu of the education requirement.

Necessary Special Requirement

Must possess a valid State of Maine Class II (B) motor vehicle license, with a bus endorsement preferred.

An individual's history of preventable motor vehicle accidents and driving violations are relevant considerations for employment in this job classification.

Also, must possess a current State of Maine Inspection license (A, D, E and B).E).

Must have completed an OSHA 10-hour training in either construction or general industry within one (1) year of hire.

Required to furnish necessary small tools to perform his/her job responsibilities.

Necessary knowledge, skills, & ability

1. Knowledge of the general maintenance requirements and ability to perform repairs to motor vehicles ,trucks and construction equipment.
2. The ability to establish and maintain effective working relations with supervisors, employees, other department's employees, and the general public.

3. Knowledge, skill and care in the use of tools, lubricants, equipment and procedures used to service, overhaul, repair, and adjust vehicular and other equipment.
4. The ability to keep clear and accurate records and prepare reports on vehicle and equipment maintenance, including operation of the Town fuel system.
5. Working knowledge of the occupational hazards and safety precautions of the trade.
6. Ability to fabricate various projects with steel welding fabrication and aluminum welding fabrication throughout the Town.

Ability to understand materials relevant to equipment.

TOOLS & EQUIPMENT USED

Computer to include Microsoft Office and other construction/operation(s) software, telephone, photocopier, and specific tools and equipment used by department employees.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 25 pounds and occasionally lift or move items up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____