

**Town of Eliot, Maine  
Job Description**

<b>Position Title:</b>	Mechanic	<b>Proposed Grade Level:</b>	Union Contract
<b>Department</b>	Public Works	<b>Date:</b>	04/2019
<b>Reports to:</b>	Public Works Director	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Mechanic is responsible for the skilled maintenance, repair, and operation of equipment and machinery used by the Public Works department.. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Public Works Director, the employee must be familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** The employee, as a regular part of the job is required to provided direction or guidance to one (1) full-time employee to ensure the employee is trained to use department equipment and/or tools in a safe, efficient manner in accordance with transfer station operating policies and procedures. The employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. Work operations may be subject to substantial cyclic or seasonal fluctuations, or substantial changes in work procedures, volume, or products, which are (or can be) reasonably anticipated and planned for in advance, e.g., tax billing, elections, recreational activities, or fiscal year end. Employees supervised work at the same location and the same work shift, a few may be dispersed to other locations.

**Confidentiality:** In accordance with the State Public Records Law, the employee does not have regular access to confidential information of the department,.

**Accountability:** The nature of work or the operation of complex or potentially dangerous equipment increases the probability that the consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, damage to buildings, equipment, and danger to public safety and/or personal injury.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work, and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent operating practice, procedure, regulation, or guideline.

**Complexity:** Work consists of a variety of duties that generally follow established standardized operating practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information

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involved, or sought, in a particular situation.

**Work Environment:** Working conditions involve regular exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, loud noises, traffic, toxins/fumes, confined spaces/high place, cold, oil, dirt or grease. The employee is required to perform work under equipment repair or shop conditions or outdoor work which is suspended when weather conditions are poor. Work may involve occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve completing several unrelated tasks within a relatively short period of time. The employee may be required to work beyond normal business hours in response to natural and man-made emergencies on a 24 hour, 365 days per year basis.

**Nature and Purpose of Public Contact:** Relationships are primarily with co-workers including vendors doing business with the department on a regular basis incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesies and tact are required. The employee has occasional contact with members of the general public.

**Occupational Risk:** Essential functions regularly present potential risk of personal injury to the employee from improper exposure to working conditions that could result in loss of time from work. Examples of injury include burns from chemicals or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and from working in confined spaces. Special safety precautions, training, or protective clothing such as gloves, glasses, hard hats or safety boots is required at all times.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Inspects, diagnoses, repairs and maintains on a routine and emergency basis a variety of public works and other town department vehicles and equipment, including but not limited to front-end loaders, graders, backhoes, catch basin cleaners, and various cars and fire trucks; performs major and minor engine repair on gasoline and diesel powered vehicles.

Maintains a preventative maintenance program for all equipment, repairs and tests air brake systems, hydraulic brake systems, suspension systems, exhaust systems, heating and cooling systems; ensures equipment is operating safely and in proper worker order.

Prioritizes and performs equipment repair and maintenance work on all equipment and vehicles; maintains complete records for repairs, service, safety inspections, and tests performed; maintains inventory of parts and supplies for department.

Performs repairs on small engine equipment such as chainsaws, sanders, and blowers.

Operate heavy equipment, trucks and vehicles as needed; may operate snow plow and sander for

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snow removal operations as needed.

Performs both manual and non-manual skilled and un-skilled maintenance of Town buildings, infrastructure repairs including vegetation control including roadside mowing, tree and brush clearing and lawn mowing at parks and school.

Maintains an inventory and orders supplies and equipment as necessary in support of department operations.

Required to participate in the Town's snow and ice removal program.

Required to attend training seminars and meetings in order to maintain required licenses and certifications as well as to stay abreast of latest practices and techniques associated with the maintenance and repair of DPW Highway equipment and vehicles as well as Fire Department vehicles.

### **Recommended Minimum Qualifications:**

**Education and Experience:** Must have an Associate's degree or a journeyman's level of knowledge in the maintenance and repair of DPW equipment and vehicle mechanics; three to five (3-5) years experience preferably in the repair of municipal DPW heavy vehicles and equipment. or a related field; or an equivalent combination of education and experience.

**Special Requirements:** Required to have a State of Maine Class B Commercial Driver's license. Must have or be able to obtain a State Vehicle Inspection License As a condition of employment, the employee is required to participate in the department's Random Drug and Alcohol Testing Program. As a condition of employment, the employee must pass a pre-employment physical examination.

### **Knowledge, Abilities and Skill**

**Knowledge:** Working knowledge of the operation, maintenance and repair of heavy trucks, equipment and machinery including but not limited to diesel engines, electrical problems (welding and fabrication), hydraulic and mechanical systems, electrical systems. Knowledge of town street locations. Extensive knowledge of electrical components with heavy trucks; in-depth knowledge of hydraulic systems and the maintenance of heavy trucks.

**Abilities:** Proficient mechanical ability, and ability to plan and prioritize work. Ability to weld (mig and stick), fabrication with steel, flame cutting with torches.

**Skills:** Proficient skill in engine and mechanical repairs, diagnosing and repairing malfunctions, and maintaining an inventory of parts and supplies. Proficient skill in welding (mig and stick), fabrication with steel as well as flame cutting with torches.

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**Physical and Mental Requirements**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Work requires moderate physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area.

**Motor Skills:** Duties may involve a high degree of intense mental concentration together with hand and eye coordination and visual attention for long periods of time in performing activities such as the maintenance, operation and repair of DPW equipment and vehicles.

**Visual/Auditory Skills:** The employee is routinely required to read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is routinely required to determine color differences.

*This 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.*