

Town of Tilton  
Job Description: Mechanic: Full time hourly  
October 2009

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## MECHANIC

### JOB SUMMARY

Performs skilled work in the operation and servicing of all types of heavy equipment including performing field adjustments and emergency repairs. Duties are varied and diversified in maintaining public roads including equipment operation and manual labor assignments. Exercises some judgment and resourcefulness in applying maintenance methods, correcting hazardous road conditions and in performing some administrative duties requiring accountability for labor and materials utilized in maintaining assigned highways. Responsible for the safe and efficient operation of vehicles and all equipment used in the construction and maintenance of streets, culverts, drainage systems and other public works projects.

### SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director or his designee. After receiving instructions, work is generally performed without direct supervision, which requires some independent judgment and resourcefulness. Work is reviewed in conformance with instructions and for the safety and care exercised in operating equipment.

### PRIMARY DUTIES

Routinely operates, services, performs field adjustments and emergency repairs to all heavy equipment such as front-end loaders, back hoe and trucks involved in highway maintenance and construction projects. Also operates the following equipment; brush saw, chain saw chipper, compressor, generator-welder, loader, mower (hand and power), paint sprayer, roller, road sweeper (tractor mounted), snow blower (tractor mounted), tractor with various attachments and other equipment necessary to maintain and repair all town roads and equipment.

Assists in operating front end loader or back hoe in the removal of trees and stumps; in cutting roadway excavation to rough grade; in cutting and smoothing slopes; in moving excavation materials for the placement of culverts; in loading trucks; in plowing snow; and in blowing snow when equipped with a rotary plow.

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Operates heavy trucks and uses hopper bodies with power driver spreader discs to spread salt and sand in winter, plows snow in emergency areas and widens the roadbed after each snow storm by setting the snow windrows back from the pavement.

Assists in performing maintenance functions on buildings, guardrails, signs, posts; the installation of culverts, drains, snow fences, catch basins and curbs and performs other highway maintenance work as required.

Performs other related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Extensive knowledge of the operation use and maintenance of all equipment used on highway maintenance and public works projects. Knowledge of diesel powered equipment and skill in their repair. Mechanical aptitude. Extensive knowledge in prefabricating and welding on highway maintenance equipment with electric or gas welder. Thorough knowledge and skill in the use of all tools used for maintenance and construction work. Ability to read, write and speak English. Knowledge of state laws and regulations pertaining to motor vehicle operations and spillage law. Knowledge of the work hazards, safety practices and traffic laws relating to equipment operation. Skill in the operation and care of heavy maintenance and construction equipment. Ability to perform frequent strenuous physical effort under adverse weather conditions. Ability to detect errors in equipment operations and maintenance. Ability to maintain reports concerning maintenance activities. Ability to understand, follow and give oral and written instructions. Ability to make arithmetic computations. Ability to establish and maintain harmonious working relationships with fellow employees and the public. Also maintain maintenance schedule and equipment repairs/cost-records for all equipment.

#### MINIMUM QUALIFICATONS REQUIRED

Has possession of a high school diploma or equivalent coursework at a technical school desirable and three years experience in the maintenance of heavy duty equipment such as front end loaders, heavy trucks of 36,000 gvw or larger or years of experience which demonstrates possession of the required knowledge, skills and abilities. Willingness to be on call back and ability to work outdoors under extreme weather conditions. Possession of a valid CDL B license.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

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 essential functions.

The work requires some physical exertion such as long periods of sitting; standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as equipment and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts or machines, heavy equipment, or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields. Regularly required to work outdoors under extreme weather conditions for extended hours.

Adopted: October 29, 2009

Patricia Consistent

Sandra Plessner

Kathleen D. Davis

David Wallace

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