

TOWN OF EAST LYME PUBLIC WORKS DEPARTMENT

Job Description: Highway Mechanic – Grade 6

Nature of Work: The Highway Mechanic performs skilled and semi-skilled mechanical work in the repair, overhaul, and maintenance of Town automobiles, trucks and light equipment, small engines and related mechanical equipment.

Supervision Received: The Highway Mechanic receives direction from the Highway Master Mechanic/*Fleet Manager and/or the General Foreman.*

Supervision Exercised: The Highway Mechanic may provide direction to the Assistant Mechanic. Supervises equipment operators/drivers in the maintenance of and minor repair of equipment and trucks

Essential Job Functions:

- Performs minor and major repairs to Town equipment and on vehicles typically 10,000 Gross Vehicle Weight (GVW) or less
- Performs routine vehicle maintenance work, including tune-ups, lubrications, oil changes, tire changing and balancing.
- Performs engine and transmission overhauls, electrical system repairs and rewiring, brake system repairs, clutch repairs and replacements, and similar mechanical work.
- Operates vehicles and equipment, discusses performance with operator. Uses lift or jack to analyze, test, inspect, and diagnosis needed repairs.
- Repairs and maintains power mowers, snow blowers, and other mechanical equipment.
- Helps install a variety of attachments to vehicles and equipment.
- Makes roadside repairs as needed
- Follows standard safety procedures and regulations as required
- Assists with materials, parts, and supplies ordering as needed.

Additional Job Responsibilities:

- Uses hand and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment. Grinds, files, and sands repaired surfaces using power and hand tools.
- Operates small and large trucks as needed.
- Performs general maintenance work as needed

******* 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.**

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Job Description: Highway Mechanic – Grade 6 (Cont.)

Qualifications Profile

Knowledge, Skills and Ability

- Knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operation.
- Knowledge of the equipment, materials, methods and techniques used in a municipal fleet maintenance service operation.
- Ability to perform all duties and responsibilities and operate all equipment in lower classification.
- Ability to read and write English and to comprehend procedures, policies, documents and directives that are necessary to the safe performance of the job.
- Ability to follow both written and oral instructions and to organize and express thoughts and ideas, both orally and through written communication.
- Ability to carry out assigned projects to their completion.
- Ability to work independently in a responsible manner utilizing independent judgment.
- Ability to drive, maneuver, navigate or run vehicles or mechanized equipment such as forklifts and snow plows.
- Ability to meet the demands of a flexible work schedule. Ability to work outside normal business hours as necessitated by the position, i.e. weather or disasters requiring the services of the East Lyme Public Works Department.
- Ability to establish and maintain effective and courteous working relationships with the general public, supervisors, co-workers, subordinates and with people from other departments and agencies.

Education, Experience and Training

- High School, Vocational School graduate or equivalent experience.
- Minimum of five years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment.
- Minimum of two years employed in the capacity of an automotive mechanic ***preferred***
- Criminal background and driving record checks required prior to employment.
- Means of transportation.

License or Certificate

- ***Connecticut Commercial Motor Vehicles Operator's license preferred***
- ***Connecticut Motor Vehicles Operator's license required***

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Job Description: Highway Mechanic – Grade 6 (Cont.)

Physical Demands

The physical demands described herein 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 function.

While performing the duties of this job, the employee is frequently required to: talk; hear; stand; walk; bend; use hands, fingers, wrists for repetitive motion; handle/feel objects; reach; and drive. The employee must occasionally climb; balance; squat or kneel; stoop or crouch; sit or lie down; get in and out of vehicles; tolerate exposure to weather, and environmental allergens. In addition, the employee must occasionally be able to lift and/or move up to 85 pounds, push up to 50 pounds, pull up to 140 pounds, and grip up to 65 pounds from various heights. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability is required.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions, and address disturbances.

While performing the duties of this job, the employee frequently works near moving mechanical parts, and occasionally in outside weather conditions. The employee is frequently exposed to fumes, toxic or caustic chemicals, wet and/or humid conditions.

The noise level in the work environment is moderately loud.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Examples of Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*******