

# **TOWN OF EAST LYME PUBLIC WORKS DEPARTMENT**

## **Job Description: Highway Master Mechanic/Fleet Manager –Grade 7**

**Nature of Work:** The Highway Master Mechanic/Fleet Manager performs skilled and semi-skilled mechanical work in the repair, overhaul, and maintenance of Town automobiles, cdl and non-cdl trucks, heavy and light equipment, small engines and related mechanical equipment.

**Supervision Received:** The Highway Master Mechanic/Fleet Manager reports to the Highway Superintendent.

**Supervision Exercised:** The Highway Master Mechanic/Fleet Manager supervises the Mechanics, the Assistant Mechanics and any other Highway Department personnel that are working on Town vehicles.

### **Essential Job Functions:**

- Creates fleet maintenance work orders and maintains vehicle maintenance records
- Acts as the Fleet Manager for all Town vehicles. This includes scheduling and overseeing the maintenance of all town equipment.
- Assists the Director of Public Works with new vehicle procurement including preparing specifications and obtaining pricing for new vehicles and equipment
- Orders materials, parts, and supplies as needed and keeps complete records on repairs and purchases.
- Makes roadside repairs as needed
- Performs minor and major repairs on all Town equipment and vehicles
- 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 lifts and jacks to analyze, test, inspect, and diagnosis needed repairs.
- Performs welding, cutting and grinding when needed
- Repairs and maintains power mowers, snow blowers, and other mechanical equipment.
- Helps install a variety of attachments to vehicles and equipment.
- Follows standard safety procedures and regulations as required, watches for safe operation of equipment and oversees safety in shop operations.
- 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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### **Qualifications Profile**

#### ***Knowledge, Skills and Ability***

- Extensive knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operation.
- Extensive 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 supervise other workers
- 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 snowplows.
- 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.
- Ability to perform FAI/CVI (Annual) inspections on all fleet vehicles including tractors, trailers, converter dollies, light-duty vehicles, and any other company-owned equipment in accordance with all federal, state and local legal and regulatory agencies. (Includes all state-required inspections and frequencies).
- Ability to address all Driver Vehicle Inspection Report write ups in a timely and efficiently manner.
- Ability to diagnose the cause of any malfunction and perform repairs to manufacturer specifications including but not limited to engines, transmissions and clutches, drive-line, differential, steering and suspension, fuel and ignition system, exhaust systems (including regeneration systems), intake systems, electrical systems, brake systems, HVAC systems and lift-gate hydraulic, mechanical and electrical systems.
- Follow procedures including documenting all work performed on work orders.
- Mentor, teach and share expertise with Fleet Mechanics to aid in their development to positions of greater responsibility.
- Proficient in electrical meter testing
- Knowledge of controls and electric (DC (distribution center) low voltage
- Electric motor knowledge (DC). Complete electrical repairs and welding projects as needed.
- Moderate knowledge and skill in welding and cutting (gas, electric, MIG, TIG)
- Moderate computer skills and knowledge

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## ***Job Description: Highway Master Mechanic/Fleet Manager –Grade 7***

### ***Knowledge, Skills and Ability (Cont.)***

- Expert knowledge of all DOT (FMCSA) regulations
- Working knowledge of computer-based diagnostic software for OEM's and component manufacturers
- Annual Inspector Certification Knowledge, Skills and Abilities
- Air Brake Inspector Certification Knowledge, Skills and Abilities
- Expert knowledge and skill of all vehicle systems and components
- Expert knowledge and skill in diagnosis and repair of electrical systems on all equipment
- Expert knowledge of Diesel engine repair
- Expert knowledge of Hydraulic repair
- Moderate knowledge of environmental regulations

### ***Education, Experience and Training***

- High School, Vocational School graduate or equivalent experience.
- Minimum of ten years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment preferred
- Minimum of five years employed in the capacity of a heavy truck dealer 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 (Class A) preferred
- Connecticut Motor Vehicles Operator's License Required
- ASE certifications & Automotive or Medium/Heavy Duty Trucks

The Highway Master Mechanic/Fleet Manager must provide his/her own tools. Diagnostic equipment and major tools provided by the Town of East Lyme.

### **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.

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#### **Physical Demands (Cont.)**

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.\*\*\*\*\***