

**Town of Southamptton, Massachusetts**  
**Final Job Description**

<b>Position Title:</b>	Mechanic	<b>Proposed Grade Level:</b>	CBA
<b>Department</b>	Highway	<b>Date:</b>	9/9/2022
<b>Reports to:</b>	Highway Superintendent	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Mechanic performs a wide variety of manual and mechanical duties to maintain and repair town vehicles, machinery and equipment. Duties include: development of preventative maintenance schedules, maintaining and repairing vehicles and equipment, welding, cutting, fabricating parts, maintaining inventories, coordinating out-of-house maintenance and other similar duties pertaining to the maintenance of vehicles and equipment of the town. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general direction of the Highway Superintendent, the employee is required to plan, prioritize, and carry out the regular work in accordance with standard operating practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

**Supervisory Responsibility:** The employee occasionally is required to lead other employees to assist the mechanic in completing mechanical repair work. The employee also performs non-lead work that is of the same kind and level as is done by the employee(s) being lead. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process.

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

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, labor/material costs, personal injury and danger to public health/safety.

**Judgment:** Work assignments require the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating

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facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**Work Environment:** Working conditions involve 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. Required to work beyond normal business hours in response to natural and man-made emergencies on a 24/7, 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 courtesy 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 appropriate 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, include for example front-end loaders, graders, backhoes, catch basin cleaners, and various cars and 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.

Maintain the mechanical condition of town automotive and mechanical equipment including cars, trucks, heavy equipment, trailers, sanders, plows, and other light equipment belonging to all town

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departments excepting Police and Fire. Perform routine maintenance such as break jobs, oil/lube; tune ups, changing lights, etc. Perform various repairs such as bodywork, paint jobs, welding/cutting, etc. to vehicles and equipment as required. Perform major repair and maintenance work such as: remove and tear down engines and motors, transmissions, differentials, transfer cases, etc., replacing worn or damaged parts; repair/replace clutches, gear boxes, shock absorbers, steering boxes, bushings, bearings, steering systems, electrical systems and components, etc. Perform computerized diagnostics on vehicles. Maintain ABS breaks systems. Ensure all required motor equipment meets state/federal mandated emissions standards.

Control the operation of the town garage. Develop and implement a preventative maintenance schedule for the maintenance of all equipment. Document and detailed repair and maintenance records for each vehicle and item of equipment. Coordinate and schedule vehicles, machinery and equipment to be services. Coordinate and arrange for repair or service work to be performed according to existing warranty agreements. Maintain adequate inventory levels of necessary spare parts, tires, maintenance supplies, etc. Ensure vehicles and equipment are up and ready for all operations; ensure plows and sanders are ready for snow season; sweepers are ready during warm weather, etc. Place orders for equipment and supplies used by the various DPW departments; deal with sales people to obtain the best price and service terms.

Participate in the work of highway crews, as workload requires. Operate snowplow and/or sander during inclement weather as required. The Mechanic is required to participate in the Town's snow and ice removal program.

Keeps abreast of developments in the automotive/mechanical industry. Maintain required DOT certifications. Attend various seminars, classes or other professional instruction. Maintain competence in welding, hydraulics, etc.

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

Serves as the Class C Operator of the Town vehicle fuel system. Maintains necessary documentation.

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

Additional tasks and responsibilities as assigned by Highway Superintendent.

**Recommended Minimum Qualifications:**

**Education and Experience:** Minimum High School or equivalent degree or a journeyman's level of knowledge in the maintenance and repair DPW equipment and vehicle mechanics; a minimum of one to three (1-3) years' experience preferably in the repair of municipal DPW vehicles and equipment or a related field; or an equivalent combination of education and experience.

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**Special Requirements:**

Position requires a Class 2B Commercial Driver's License (CDL) with air brake endorsement and Class 2A Hoisting Engineer's License; endorsements for Catch Basin Cleaner (4E) and Specialty Lawn Mower (4G) preferred and may be required. As a condition of employment, required to complete a pre-employment physical examination and participate in the Town's Random Drug Testing Program.

**Knowledge, Abilities and Skill**

Knowledge: Knowledge of the operation, maintenance and repair of equipment and machinery including diesel engines, transmissions, air brakes, hydraulic and mechanical systems, electrical systems. Knowledge of town street locations. Knowledge of Town infrastructure and street layout.

Abilities: Proficient mechanical ability including the ability to weld in order to fabricate or customize vehicle body work or parts; ability to plan and prioritize work.

Skills: Proficient mechanical skill in engine and mechanical repairs, diagnosing and repairing malfunctions, and maintaining an inventory of parts and supplies. Proficient welding skills.

**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 accommodation 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 Highway equipment and vehicles.

**Visual/Auditory Skills:** The employee is required to constantly 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 regularly 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.*

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