

# **TOWN OF STERLING MECHANIC**

## **MISSION STATEMENT**

It is the mission of the mechanic to establish efficient and effective delivery of municipal services by providing safe, reliable, economical and environmentally sound transportation and related support services that are responsive to the needs that preserve vehicle value and equipment investment in a professional and friendly manner.

## **GENERAL DESCRIPTION**

The Mechanic along with the Assistant has the responsibility to control the overall cost of operating and maintaining the Municipal fleet of vehicles and equipment, to maintain vehicles and equipment in a manner that extends their useful life, to control the growth in size of the fleet.

## **ESSENTIAL FUNCTIONS**

- Ability to work independently in a responsible manner utilizing independent judgment.
- Ability to meet the demands of 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 Sterling 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.
- Designs and fabricates special devices and components to improve and enhance vehicle system capability.
- Follows standard safety procedures and regulations as required.
- Helps install a variety of attachments to vehicles and equipment.
- Inspects/operates and diagnoses problems of repair and maintenance of vehicles and equipment as needed
- Knowledge of the modern theories, technology, practices, tools and equipment used in the maintenance and repairs of the automotive and heavy equipment trade.

- Knowledge of the methods, materials, tools and practices of the mechanical and body shop trade, hazards and safety precautions of the trade, up-fitting service and repair of all vehicle and equipment sub-systems.
- Knowledge of the diagnosis, maintenance and repair of heavy and light duty gasoline and diesel engines and related mechanical, hydraulic, electrical and electronic component systems; the practices, materials, and tools used to repair and refinish damaged vehicular bodies and parts.
- 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.
- Maintain parts inventory including ordering and stocking all necessary repair parts and supplies.
- Maintain the shop area in a clean, orderly and safe condition.
- Maintain, service and repair of other Town motor vehicles and equipment as needed.
- Maintain, repair, and inspect tires and rims, and maintain records of Town vehicles.
- Maintain, service and repair of school transportation vehicles as needed.
- Make roadside repairs as needed.
- Operates specialized shop tools and equipment, such as welders, metal cutting equipment and electronic analyzers.
- Operates vehicles and equipment for evaluation purposes and discusses performance with operator. Uses lift or jack to analyze, test, inspect, and diagnosis needed repairs.
- Operates small and large trucks as needed.
- Perform the maintenance, repair, and overhaul of gasoline and/or diesel engines and related equipment and systems, transmissions, and all related mechanical, hydraulic, and electrical systems and components.
- Perform mechanical repairs on buses as necessary.
- Perform complete safety inspections as required.
- Perform routine vehicle maintenance work, including tune-ups, lubrications, oil changes, and tire changing to all Public Works, Parks and Recreational vehicles and equipment, school buses and equipment, including power mowers, snow blowers, and other mechanical equipment.
- Perform minor vehicle body repair work.

- Plan and implement a program of scheduled preventative maintenance and make recommendations for the replacement of vehicles for the town's fleet.
- Replace and adjust brakes, belts, and hoses.
- Report all hazardous conditions or activities to the Director of Public Works.
- Report any work-related injury or accident to the Director of Public Works and comply with all requirements regarding the Accident Investigation Process.
- Respond, as needed, to emergency calls on a 24-hour basis. Report to work outside of normal work hours for emergency operations; any employee may be identified as “Essential Personnel” during emergency situations.
- 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.
- Understands and follows rules and regulations regarding all safety, OSHA compliance.
- Uses mechanics hand tools and power equipment to remove, disassemble, and repair, rebuild or replace defective parts or units.
- Uses hand tools and power tools/equipment to repair damaged structural members of vehicles and performs welding as required.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- Graduate from a Vocational Technical School in automotive repair preferred or have a high school diploma or GED.
- Three (3) years’ experience as an automotive mechanic, including training in gas and diesel engine repair and other equipment.
- Familiarity with the use of diagnostic software; such as, Cummins Insite and Meritor Wabco Toolbox
- Knowledge of the maintenance and repair of snow removal equipment.
- Ability to lift seventy-five (75) pounds.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently and meet deadlines.
- Demonstrated ability to deal effectively with the public and to professionally represent the interests of the Town.
- Valid Connecticut Driver’s license.