


TOWN OF WINDHAM

Position Title: Mechanic
Department: Public Works
Reports to: Vehicle Maintenance Supervisor
Classification: Union

Date: _____
Incumbent: _____
Supervisor: _____
Town Manager: 

General Summary:

The Mechanic is a technical position assisting the Vehicle Maintenance Supervisor in carrying out the duties of the Vehicle Maintenance division of the Department of Public Works. Responsibilities include, but are not limited to, maintaining equipment used by the department in optimal operating condition by diagnosing and repairing equipment; inspecting and carrying out preventive maintenance on vehicles; and welding and fabrication on plows and other heavy equipment. Work is based on daily observation and results.

Essential Functions:

- Carries out and completes in a timely manner preventative maintenance service on all assigned vehicles and other equipment including but not limited to:
 - Checking and changing/replacing oil, fluids, filters, gaskets, brakes, tires, wheel bearings, etc.
 - Greasing and lubrication
 - Steam cleaning engines
- Inspects/tests/evaluates all assigned vehicles and other equipment to assess condition and performance and identify/diagnose needed repairs/maintenance.
- Carries out and completes in a timely manner needed adjustments/repairs on all assigned vehicles and other equipment, including but not limited to:
 - Brakes
 - Engines
 - Electrical, fuel, hydraulic, cooling, ignition, air, exhaust, axle, differential, steering, vehicle HVAC, suspension assemblies, and related systems
 - Wheels, bearings, and tires
- Tests and inspects completed work to assure proper performance.
- Prepares timely and accurate written records of work performed.
- Responds to calls for emergency road service.
- Maintains shop equipment in good condition.
- Performs all duties in compliance with safety standards.
- Performs welding and fabrication on plows and other heavy equipment.
- Participates in winter snow removal.
- Works effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties/Responsibilities:

- Perform other duties as assigned in support of the Department of Public Works.

Mechanic

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Competencies:

- Detailed knowledge of methods, materials, principles, techniques, tools and equipment needed for inspection, maintenance, testing, diagnosis and repair of gasoline and diesel powered vehicles and other equipment used by the Public Works Department, and techniques and principles of basic welding/brazing/fabrication.
- Knowledge of all applicable safety regulations, occupational hazards and safe work practices.
- Necessary skills include but are not limited to:
 - Reading, interpreting and applying information from service/repair manuals and other technical materials, including schematics;
 - Performing mathematical calculations, including the calculation of degrees, ratios, angles, etc.;
 - Cutting and fabricating using welding and/or brazing equipment;
 - Ability to read work orders and other paperwork and to complete written records of work performed legibly and in timely and accurate manner.
- Ability to follow established operating and safety procedures;
- Ability to develop and maintain working relationships with other employees, supervisors, Department Heads, public officials and the general public.

Required Education/Experience:

- High school diploma or equivalent;
- Valid Class B or Class A State of Maine driver's license;
- Valid State of Maine Vehicle Inspection License for commercial vehicles; and
- At least two (2) years of experience in the maintenance and repair of both gasoline and diesel powered vehicles and equipment; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the essential functions of the position.

Additional Eligibility Qualifications:

- Participation in a federally mandated drug and alcohol testing program, including both pre-employment and random testing as a condition of employment.
- Ability and willingness to work nights, weekends, on-call, and/or overtime as necessary.

Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential functions. Requires standing or performing heavy physical labor on a sustained basis; working in or under cramped spaces; considerable kneeling, crawling, bending, climbing up to 15 feet; lifting, pulling, dragging, carrying up to 80 lbs.; lifting or carrying with help up to 150 lbs.; working indoors and outdoors in all weather conditions; and working around fuels, solvents, and lubricants. Requires the use and donning of safety gear.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.