

**TOWN OF MILFORD - JOB DESCRIPTION**

**JOB TITLE:** Mechanic/Truck Driver

**Classification:** Non-Exempt Labor Grade 14

**Job Description:** Performs responsible work associated with the maintenance and repair of town vehicles and equipment, also the operation of motor trucks and light equipment and the performance of related work as required.

**Accountability:** Highway Manager

**Equipment Used:** Pick-up trucks, dump trucks, backhoes, loaders, tractor mower, motor driven sweepers. Hand and power tools, telephone, shop equipment and analytical equipment.

**Environment:**            **Inside:** 50%            **Outside:** 50%

**Duties and Responsibilities:**

Coordinates and performs scheduled preventive maintenance and repair of equipment.

Performs general repairs as required with the exception of the overhaul of major components such as engines, transmissions, and torque converters.

Inspects town vehicles and equipment to insure compliance with NH laws.

Recommends, and implements repair, maintenance and replacement schedules for town equipment.

Establishes and maintains inventory of lubricants, oil, parts and shop equipment.

Monitors trends, developments, and innovations in equipment design, repair and use, and makes recommendations to the appropriate authority.

Operates dump truck and/or other light equipment in connection with the transportation of tools, equipment and/or supplies associated with right-of way maintenance, repair, and construction.

Operates and maintains, on an emergency and seasonal basis, trucks and light equipment for snow removal and other clean-up operations.

Is familiar with town's safety policies and executes safe work procedures associated with assigned work.

Performs any other related work as required.

## **Physical Activity Requirements**

### PRIMARY PHYSICAL REQUIREMENTS

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LIFT up to 10 lbs.: Frequently required  
LIFT 11 to 25 lbs.: Frequently required  
LIFT 26 to 50 lbs.: Occasionally required  
LIFT over 50 lbs.: Occasionally required

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CARRY up to 10 lbs.: Frequently required  
CARRY 11 to 25 lbs.: Frequently required  
CARRY 26 to 50 lbs.: Occasionally required  
CARRY over 50 lbs.: Occasionally required

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REACH above shoulder height: Frequently required  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Frequently required  
PUSH/PULL: Frequently required

### OTHER PHYSICAL CONSIDERATIONS

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Twisting: Frequently required  
Bending: Frequently required  
Crawling: Frequently required  
Squatting: Frequently required  
Kneeling: Frequently required  
Crouching: Occasionally required  
Climbing: Occasionally required  
Balancing: Occasionally required

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### WORK SURFACE(S)

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Work benches, standard office desk and chair. Concrete and tile floor, asphalt and gravel. Laboratory counter tops, aluminum, grating, steel catwalks, etc. Vehicle equipment compartments and cabs.

HAND MANIPULATION

DURING AN 8-HOUR DAY,  
EMPLOYEE IS REQUIRED TO:

			<u>Consecutive Hours</u>	<u>Total Hours</u>
<u>Grasping:</u>	Frequently required			
<u>Handling:</u>	Frequently required	Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<u>Torquing:</u>	Occasionally required	Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<u>Fingering:</u>	Frequently required	Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions. The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of the position.

**Cognitive and Sensory Requirements:**

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving instructions and information.

Sight: Necessary to perform job correctly and effectively.

Tasting & Smelling: Required to detect fluid, and noxious odors and fumes.

**Specific Vocational**

**Preparation**

**Requirement(s):**

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Short demonstration only.                                   | <input type="checkbox"/> 5. 181 days to 1 year.     |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years            |
| <input type="checkbox"/> 3. 30-90 days  | <input checked="" type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days   | <input type="checkbox"/> 8. 4 to 10 years           |
|   | <input type="checkbox"/> 9. Over 10 years           |

**Licensure/Certification Requirements:**

Possession of a valid NH CDL with air brakes.

**Other Training, Skills and Experience Requirements:**

Completion of four years of high school or its equivalent. Two to four year's experience in the maintenance and repair of equipment ; OR any combination of education and experience which demonstrates possession of the required knowledge, skill, and ability.

**Summary of Occupational Exposures:**

May be exposed to fuels, fluids, solvents, paints, and fuel exhaust.  
May be exposed to long periods of sunlight, poisonous plants, insects, and bees.

**Other Considerations and Requirements:**

Some independent judgment is exercised in the operation of equipment.

Work is reviewed to assure that desired results are obtained and the appropriate care and safety is exercised in equipment operations.

Performs various labor tasks of an unskilled or semi-skilled nature that are essential to the operations of the highway and utility departments when assigned.

Maintain good working relationships with all town departments.

Ability to understand and follow oral and written instructions.

Ability to perform strenuous physical labor under varying and adverse weather conditions.

Availability 24 hours per day to meet emergency situations.

This position requires that the employee treat the citizens of the Town and members of the staff with respect and courtesy.

This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.

Ability to obtain state motor vehicle inspection license.

