

# TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Mechanic I	GRADE LEVEL:	14
CLASSIFICATION:	Non-Exempt	DEPT:	DPW
CREATED:	11.2003	REV DATES:	02.23.22; 02.17.22; 01.25.18; 02.23.17; 06.24.14

<b>Job Description:</b>	Performs work involving laboring, repairs, maintenance and operation of dump trucks, loaders, backhoes and other moderately complex equipment involving the construction, repairing, cleaning and maintenance of town streets, sidewalks, water, drain and sewer systems, cemeteries and parks.
<b>Accountability:</b>	Reports directly to the General Foreman or Highway Manager.
<b>Equipment Used:</b>	Pick-up trucks, dump trucks, spreaders, loader, riding mowers, tractors, tractor mower, motor driven sweepers, hand and power tools and other construction maintenance or related equipment.
<b>Environment:</b>	<b>Inside:</b> <u>  50  </u> % <b>Outside:</b> <u>  50  </u> %

## Duties and Responsibilities:

**Note:** Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

### Primary Responsibilities

1. Operates dump trucks, backhoes, loaders and other moderately complex construction and maintenance equipment in connection with the transportation of tools.
2. Performs regular maintenance on equipment such as checking fluid levels, tire pressures, belts and other related inspections for safe operations; repairs problems and or advises supervisor of work to be scheduled or out sourced for repairs.
3. Overhauls, adjusts, maintains and repairs equipment as needed.
4. Performs repairs by disassembling, replacing worn or broken parts, assembling and adjusting gasoline / diesel engines, clutches, transmissions, drive trains, front and rear ends, suspension systems, electrical and ignition systems, brakes, hydraulic and pneumatic equipment, cooling systems, exhaust and pollution control devices and accessory power equipment.
5. Perform emergency repairs; weld, modify or fabricate parts as necessary.
6. Perform annual and semi-annual State of New Hampshire motor vehicle inspections.
7. Establishes and maintains inventory of parts and equipment, along with vendor relations.
8. Working knowledge of all equipment operations to ensure proper functions.
9. Monitors trends, developments and innovations in equipment design, repair and use and makes recommendations to supervision.

### General Responsibilities

10. Performs plowing and snow removal from roadways and walkways during winter months; applies salt and/or sand to roadways to maintain public safety; may operate backhoe or loader to load trucks for road applications. Shovel snow from walkways.
11. Assists with traffic control at road construction sites by directing traffic and assisting other equipment operators in maneuvering equipment.
12. Maintain familiarity with town's safety policy and executes safe work procedures associated with assigned work.

13. As department needs necessitate, this position may be required to (examples):

- a. transport equipment and/or supplies associated with road and utility maintenance, repair and construction;
- b. perform road and right of way repairs and maintenance activities such as shoveling, raking, hauling, mixing, digging, sweeping and picking up materials and debris;
- c. assist with repairing / installation of drainage systems;
- d. fabricate, erect and/or repair street and traffic signs and posts;
- e. paint various lines and other markings such as stop bars, crosswalk boundaries, handicap symbols, parking spaces, etc.;
- f. maintain painting equipment;
- g. perform grounds maintenance work such as trash removal, mowing, trimming, weeding, irrigation, raking, fertilizing, shoveling, sweeping, and tree work; maintains and repairs brickwork, concrete areas, roofs and other similar fixtures and buildings;
- h. maintain/repair recreation areas of athletic fields, playgrounds, tennis / basketball courts, soccer fields, skate park, aquatic facility, etc.;
- i. assist with cemetery maintenance, which includes laying out of graves, opening and filling of graves, set up and tear down of burial sites, maintaining lots and markers, pouring foundations and headstone / foot marker installations.

14. Availability - 24 hours per day availability required to meet emergency situations.

15. Overtime is required of all positions within this class specification

16. Performs other related duties as assigned.

### Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	F	O	S	R	NR	<u>OTHER PHYSICAL CONSIDERATIONS</u>	F	O	S	R	NR			
LIFT up to 10 lbs.:	X					Twisting	X							
LIFT 11 to 25 lbs.:	X					Bending:	X							
LIFT 26 to 50 lbs.:		X				Crawling:			X					
LIFT over 50 lbs.:		X				Squatting:		X						
CARRY up to 10 lbs.:	X					Kneeling:		X						
CARRY 11 to 25 lbs.:	X					Crouching:		X						
CARRY 26 to 50 lbs.:		X				Climbing:		X						
CARRY over 50 lbs.:		X				Balancing:			X					
REACH above shoulder height:	X					<b><u>WORK SURFACE(S)</u></b>								
REACH at shoulder height:	X					Standard office desk and chair. Concrete and tile floors, Asphalt and gravel surfaces, uneven terrain , snow / ice, stairs, aluminum grating, steel catwalks, etc.								
REACH below shoulder height:	X					<b><u>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</u></b>								
PUSH/PULL:	X						Consecutive Hours			Total Hours				
<b><u>HAND MANIPULATION</u></b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>R</b>	<b>NR</b>		1	2	3	4	5	6	7	8
Grasping:	X					Sit	<b>1-2</b>			<b>2-3</b>				
Handling:	X					Stand	<b>1-2</b>			<b>2-3</b>				
Torquing:		X				Walk	<b>1-2</b>			<b>2-3</b>				
Fingering:	X													
Controls and Equipment: <b>required</b>														

**Controls and Equipment:**

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(s) with disabilities to perform the essential functions of the position.

**Cognitive and Sensory Requirements:**

<b>Talking:</b>	Necessary for communicating with others.
<b>Hearing:</b>	Necessary for receiving instructions and information.
<b>Sight:</b>	Necessary to perform job effectively.
<b>Tasting &amp; Smelling:</b>	Necessary for detecting fumes and gases.
<b>Required:</b>	<ul style="list-style-type: none"><li>— Ability to perform strenuous physical labor under varying and adverse weather conditions.</li><li>— Ability to understand and follow oral and written instructions.</li><li>— Availability 24 hours per day to meet emergency situations.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>— High school diploma or equivalent required, supplemented by or including automotive / truck mechanics training courses,</li><li>— plus (3) years' experience of progressively responsible automotive / truck repair and maintenance;</li><li>— OR any combination of secondary education and experience which demonstrates the candidate's required knowledge, skills and ability to perform job functions of this position.</li></ul>
<b>Supervisory experience:</b>	<ul style="list-style-type: none"><li>— When assignment dictates, provides general supervision to unskilled and semi-skilled workers.</li></ul>
<b>Licensure/Certification Requirements:</b>	<ul style="list-style-type: none"><li>— Possession of a valid NH <b>Class B CDL</b> license, <b>REQUIRED</b>.</li><li>— Certified State of New Hampshire Motor Vehicle Inspector.</li><li>— ASE Certifications preferred</li></ul>
<b>Other Training, and/or related Skills:</b>	<ul style="list-style-type: none"><li>— Minimum of 2 years of plowing</li><li>— thorough knowledge of standard practices, methods, materials, tools and equipment used in the vehicle mechanic's trade;</li><li>— working knowledge of design, operation and repairs of gasoline and diesel equipment, hydraulic and accessory power equipment, electrical issues, and</li><li>— ability to diagnose mechanical defects and determine parts and adjustments necessary for repairs.</li></ul>

**Summary of Occupational Exposures:**

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May be exposed to fuels, lubricants, fluids, fertilizers, herbicides and pesticides, long periods of sunlight, poisonous plants, insects, and bees.

**Other Duties and Requirements:**

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- Independent judgment is exercised in the repair, maintenance and operation of equipment.
- Work is reviewed to assure that desired results are obtained and the appropriate care and safety is exercised in the repair and maintenance of all equipment, along with safe shop practices.
- Ability to understand and follow oral and written instructions.

- Maintain familiarity with town’s safety policy and executes safe work procedures associated with assigned work.
- Maintain good working relationships with all town departments.
- 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.

**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description in representative of the position, not all inclusive.**

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**Signature**

**Date**

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**Witness**

**Date**

This job description was reviewed and approved by Dept Manager and HR on	2/17/2022
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