**Purpose:**Performs skilled maintenance and repair work on a variety of automotive and construction equipment. Performs all other related work as required.Performs all other related work as required.

**Essential Functions:***(The essential functions or duties listed below are intended only as illustrations of the various types 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.)*

Sets up and maintains a maintenance schedule for all Highway and Cemetery Departments’ equipment and vehicles and other departments if requested by Supervisor.

Carries out an equipment maintenance program, necessary repairs, and ensuring all equipment and vehicles are in safe working condition at all times.

Reviews and addresses all problems or needed repairs that are written or verbally conveyed to the Mechanic by Equipment Operators.

Establishes or continues a record for each individual piece of equipment. Records any work performed on equipment and a cost of material needed to make repairs.

Performs inspections of fuel, hydraulic and electrical systems of equipment.

Prepares order forms and directs the order of materials, supplies and equipment necessary to expedite cost effective repairs. Recommends the purchase of equipment tools.

Must maintain a clean and safe working area.

Recommends to the Supervisor new purchases of equipment and tools.

Heaving lifting will be required at times, working in adverse weather conditions (repairs at scene of breakdown), work is performed in the presence of grease, oil, fumes, etc.

Performs similar or related work as required, directed or as situation dictates.

Performs snowplowing and assists Highway crew as needed.

**Supervision:**

*Supervision Scope:* Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

*Supervision Received:* Work is performed under the general direction of the Highway Superintendent, Foreman.

*Supervision Given:* None.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School diploma or equivalent; five years’ experience and/or specialized training demonstrating ability to maintain, diagnose and perform major repair work on all equipment typical to Highway and Cemetery operations; or any equivalent combination of education and experience.

*Special Requirements:*Possession of a valid class B CDL driver’s license and a Hoisting License.

*Knowledge:* Thorough knowledge of the occupational hazards and safety precautions that pertain to all phases of vehicle and equipment repair and maintenance; standard methods and practices for diagnosing, maintaining, and repairing equipment and vehicles. Thorough knowledge of systems and components of equipment and vehicles including engine systems, electrical functions, cooling systems, fuel delivery systems, etc. Knowledge of methods and techniques for welding and fabrication. Working knowledge of pertinent Federal, State, and local laws, codes, and regulations.

*Abilities:*  Ability to successfully carry out detailed oral and written instructions. Ability to communicate in a clear and precise manner. Ability to operate a motor vehicle, hand and power tools and heavy machinery and equipment. Ability to diagnose and troubleshoot mechanical problems and implement solutions. Ability to organize and manage a workload prioritizing service demands within the limits of resources provided. Ability to read and interpret equipment schematic plans.

*Skill:* Skill in the use of parts, fluids and tools used in mechanical repair and servicing of vehicles and equipment. Skill in the use of necessary computer applications.

Physical 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate to heavy physical effort is often required to perform functions which involves occasional lifting more than 100 pounds. While performing the functions of this job, the employee is required to stand, walk, talk, sit, and hear for extended periods. Regularly required to use hands to finger, handle, feel objects, tools, or controls, reaches with hands and arms, crawls, and climbs. Vision and hearing must be at or correctable to normal ranges.

**Job Environment:**

* Work is performed in repair shop conditions, with frequent exposure to exhaust fumes, chemicals, oil, dust, and other airborne particles; work is also performed outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrain. Work environment is loud to very loud. Repairs may need to be performed outside of normal working hours.
* Operates light trucks, automobiles, heavy equipment, and hand/power/pneumatic tools.
* Contacts are in person, primarily with supervisor and town employees, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
* Errors could result in personal injury or to other employees, damage to buildings and/or equipment, delay, or loss of service, and monetary loss and/or legal repercussions.

*(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.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*