



40 hours	Mechanic Class I		Job Description
Direct Report	Highway Supervisor	Grade	16
Department	Public Works	FLSA	Non-Exempt
Division	Highway/Equipment Maintenance	Bargaining Unit	AFSCME Local 1703
Date	September 2015	Location	Highway Garage

**Summary**

Under the supervision of the Highway/Equipment Maintenance Supervisor or his/her designee, the Mechanic I performs skilled and administrative work in maintaining the vehicles and mechanical equipment of the Town.

**Essential Functions**

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

1. Evaluates and performs preventive maintenance on all vehicles and mechanical equipment, either personally or through outside vendors.
2. Operates a variety of diagnostic instruments and hand tools, electric and air driven.
3. Tests, services and repairs vehicles and mechanical equipment.
4. Inspects, adjusts and replaces necessary units and elated parts in the performance of repair and maintenance work.
5. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
6. Cuts and welds metal and performs body repair and touch up related work.
7. Changes and repairs tires and tubes.
8. Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
9. Provides emergency field assistance to disabled equipment as needed.
10. Maintains records of specialized maintenance on all equipment.

**Peripheral Duties**

1. Serves on employee committees as required

**Supervisory Responsibility**

1. This position has no supervisory responsibilities.

**Competencies**

Personal Effectiveness	Credibility	Thoroughness
Collaborative Skills	Communication Proficiency	Flexibility



## Mechanic Class I

### **Work Environment**

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **Work Hours**

This is a full time position with typical 40 hours per week. 7:00 AM to 3:00 PM Monday through Friday

### **Minimum Qualifications**

1. Graduation from high school diploma or GED equivalent plus some specialized training in mechanics, maintenance management or a closely related field;
2. Seven (7) years of related experience or;
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

### **Special Requirements**

Must possess and maintain a valid Massachusetts Commercial Driver's License (CDL) Class B with Air Brake and Tanker endorsements and a Massachusetts Hydraulic License to operate a backhoe and front end loader.

### **Additional Knowledge, Skills and Abilities:**

1. Thorough knowledge of automotive mechanics;
2. Knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators and welding; grades or quality of materials and equipment
3. Knowledge of safety protocols related to hazards common to municipal maintenance and repair activities;
4. Knowledge of proper practices methods, materials and tools used in modern equipment maintenance.
5. Skill in operation of listed tools and equipment;
6. Ability to establish and maintain effective preventive maintenance programs, policies and procedures;
7. Ability to maintain effective accounting procedures;
8. Ability to carry out assignments to their completion;
9. Ability to communicate effectively both verbally and in writing;
10. Ability to establish and maintain effective working relationships within the workplace.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

**Signatures**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_