

**TOWN OF STONINGTON  
JOB DESCRIPTION**

**GRADE 6 – MECHANIC**

**NATURE OF WORK:** The Mechanic performs skilled and semi-skilled work involved with providing fleet maintenance services for the Town. This position requires independent judgment, initiative, maturity, observation and communication skills, and accuracy.

**SUPERVISION RECEIVED:** The Mechanic receives direction from the Master Mechanic. In the absence of the Master Mechanic, the Mechanic receives direction from the Highway Supervisor.

**SUPERVISION EXERCISED:** In the absence of the Master Mechanic, the Mechanic supervises the Assistant Mechanic.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

Performs minor and major repairs to Town vehicles and equipment.

Reports work accomplished to the Master Mechanic on a regular basis.

Assumes the responsibilities of the Master Mechanic in his/her absence.

Assists the Master Mechanic in training the Assistant Mechanic in job tasks and in the use of tools, equipment, and safety procedures as necessary.

Examines vehicles to determine the extent of damage or malfunction and to determine what repairs need to be made.

Determines the kinds of tools and equipment needed to do a job.

Performs routine maintenance and inspections on vehicles and equipment, including oil changes, greasing and washing of trucks and equipment.

Test drives vehicles and test components and systems.

Follows checklists to ensure that all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.

Operates equipment and does related work as required.

Advises the Master Mechanic on any safety issues with regards to fleet maintenance operations.

Keeps up-to-date technically and applies new knowledge to job.

Responds to off-duty emergency calls as needed and participates in snow removal operations as required.

Must be able to work a flexible schedule

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above 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.\*\*\*\*\***

#### **OTHER JOB FUNCTIONS:**

Performs related duties and responsibilities as required.

#### **QUALIFICATIONS PROFILE:**

##### Knowledge, Skills and Ability

Knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operation.

Knowledge of the equipment, materials, methods and techniques used in a municipal fleet maintenance service operation.

Ability to perform all duties and responsibilities and operate all equipment in lower classification.

Ability to read and write English and to comprehend procedures, policies, documents and directives that are necessary to the safe performance of the job.

Ability to follow both written and oral instructions and to organize and express thoughts and ideas, both orally and through written communication.

Ability to carry out assigned projects to their completion.

Ability to work independently in a responsible manner utilizing independent judgment.

Ability to tell when something is wrong or is likely to go wrong and be able to help formulate a solution to the problem.

Ability to read maps and/or to follow written and verbal geographic directions.

Ability to drive, maneuver, navigate or run vehicles or mechanized equipment such as forklifts and snow plows.

Ability to meet the demands of a flexible work schedule. Ability to work outside normal business hours as necessitated by the position, i.e. weather or disasters requiring the services of the Stonington Highway Department.

Ability to establish and maintain effective and courteous working relationships with the general public, supervisors, co-workers, subordinates and with people from other departments and agencies.

### Education, Experience and Training

High School, Vocational School graduate, or equivalent experience. Minimum of three years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment.

Criminal background and driving record checks required prior to employment.

Means of transportation.

### **PHYSICAL DEMANDS:**

Considerable physical strength and stamina.

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 function.

While performing the duties of this job, the employee is frequently required to: talk; hear; stand; walk; bend; use hands, fingers, wrists for repetitive motion; handle/feel objects; reach; and drive. The employee must occasionally climb; balance; squat or kneel; stoop or crouch; sit or lie down; get in and out of vehicles; tolerate exposure to weather, and environmental allergens. In addition, the employee must occasionally be able to lift and/or move up to 85 pounds, push up to 50 pounds, pull up to 140 pounds, and grip up to 65 pounds from various heights. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability is required.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions, and address disturbances.

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

The noise level in the work environment is moderately loud.

**LICENSE OR CERTIFICATE:**

Commercial Drivers License, "CDL-A" (with tanker & air brake and combination endorsement) with a good driving record clear of any convictions for serious motor vehicle violations required.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The numbers shown in the Examples of Essential Functions and Qualifications Profile are meant only for reference and do not represent any order of magnitude \*\*\*\*\***

**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_