



## Town of Coventry, CT Job Description

**Position:** Mechanic 1

**Department:** Public Works Department

**Position Purpose:** Performs a variety of routine & preventative maintenance tasks to maintain various vehicles and equipment owned by the Town of Coventry. ~~Performs skilled work in the repair and maintenance of varied light and heavy motorized equipment used in Town operations. Makes runs to vendors for parts and supplies needed for maintenance and repair actions. May be assigned to any division on a temporary basis to meet operational needs of Public Works Department. This position is required to work during winter storm and emergency operations.~~

### Supervision:

- Received:
  - ~~Normally w~~Works under the ~~general-direct and indirect~~ supervision of ~~a-the~~ Mechanic II, the Lead Mechanic, and the Public Works Director. ~~but may work independently chasing parts & supplies and while performing routine vehicle maintenance services. Receives and responds to guidance and tasking direction~~ from Supervisor-In-~~Charge of inclement weather or emergency service~~ operations.

### Essential Duties and Responsibilities:

- Inspects, washes, and performs routine preventive maintenance tasks for all vehicles and equipment
- Performs minor unskilled, semi-skilled and skilled maintenance tasks and makes minor repairs to vehicles and equipment
- Maintains and repairs small engine equipment such as mowers, weed whips, pumps, chain saws, leaf blowers, snow throwers, and other landscaping & trimming tools
- Works with limited supervision in general overhaul and repair work on automobiles, heavy trucks, light and heavy construction and maintenance equipment. Repairs brakes, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems
- ~~May operate a gas torch~~
- Repairs vehicle bodies and related metal work
- Changes and repairs tires and tubes on one-piece rims
- Travels to vendors to pick up equipment, parts, and supplies used for vehicle, equipment and building maintenance, and completes necessary purchasing paperwork
- ~~Required to operate chain saws and other small equipment when assigned~~
- Performs custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work in the maintenance of the Public Works facility
- Maintains/Keep inventory of repair parts stock, and supply
- Assists in data entry for vehicle records system

**Commented [AT1]:** General formatting changes throughout

**Commented [AT2]:** Removed for redundancy with duties below.

**Commented [AT3]:** Removed for redundancy with duties below

**Commented [AT4]:** Moved to equipment

**Commented [AT5]:** As above

- ~~PERIPHERAL DUTIES: May be required to drive light trucks~~Plows and treats roads for snow removal and ice control operations and helps to load, unload ~~and~~ clean sanders when required by weather conditions
- Performs roadside maintenance and emergency repairs
- Assists the Lead Mechanic with other related tasks and duties as needed

Commented [AT6]: Peripheral duties merged into main duties section

**Desired Minimum Qualifications:**

- Education, Training, Experience
  - A High School or Technical School Diploma or a General Educational Development Certificate equivalent
  - Three (3) years experience as a skilled mechanic in the repair and maintenance of automotive, heavy truck and heavy construction equipment
  - A valid Connecticut Driver's License and Class B Commercial Driver's License with N (Liquid bulk/tank cargo) endorsement and valid medical card
- Tool Requirements
  - ~~(A)~~ Possession of a personal tool box and with all hand tools needed to perform small engine maintenance & repair and routine vehicle maintenance and repair. Tools required include the following:
    - ~~S~~ockets and ratchets (1/4, 3/8, & 1/2 drive), and wrenches (both U.S. and metric up to 3/4"/19 mm), screw drivers (flat, Phillips, & torx head), allen wrenches (both U.S. and metric up to 3/8"/10 mm), hammer, rubber mallet, drifts, chisels, punches and other small tools needed for the listed tasks duties and responsibilities.

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- Knowledge, Ability
  - Knowledge
    - Considerable knowledge of the materials, methods and techniques used in the maintenance of automotive and heavy public works equipment
    - ~~Ability to perform all duties detailed in Mechanic I job description~~
    - Knowledge of the principles and practices of fleet maintenance
    - Qualified to operate Town equipment as required to plow snow, sand/salt roadways
    - ~~Familiarity with windows based personal computer~~
    - Knowledge of environmental compliance and work safety requirements related to vehicle maintenance facilities
  - Ability
    - Ability in welding and use of skilled mechanic's tools
    - ~~Ability to understand and carry out written and oral instructions and take written notes as needed~~
    - ~~Ability to concentrate on fine details with constant interruption, some pressure and changing priorities, and return to unfinished tasks and complete them efficiently~~
    - ~~Ability to learn and have basic understanding of new information, methodologies, and techniques, and how to apply them to the department's goals and objectives~~

Commented [AT7]: Removed for redundancy

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- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public
- Ability to deal with stressful situations
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied, or previously learned
- Ability to plan, organize work, and make decisions

Commented [AT9]: Standardized language used in other descriptions

• **Physical Demands**

(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)

- The employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle or feel objects, tools, or controls
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk and hear
- The employee must occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

Commented [AT10]: Standardized language

• **Tools and Equipment Used**

- Operates all of the vehicles and equipment listed for Mechanic I's Helper in the equipment classification as listed in Appendix B of the current Bargaining Agreement between the Town of Coventry and the Public Works Union.
- Possession of personal tool box and a All hand, electric, and air-driven tools needed to perform small engine maintenance and repair and routine vehicle maintenance for vehicles, small engines, and other equipment as needed
- Diagnostic equipment used for identifying and making needed repairs
- Gas-powered torches
- Town equipment as required to plow snow, sand/salt roadways
- Basic equipment for maintenance, grounds keeping, and cleaning
- Personal Computers, smartphones, printers, Windows, Microsoft Office® Suite, and other programs or electronic devices as required
- Protective equipment such as safety-toed shoes, safety vests, and other Personal Protective Equipment as may be required

• **Work Environment**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- The noise level in the work environment is often loud
- While performing the duties of this job the employee occasionally works in outside weather conditions including wind, dust, snow, rain, or humidity
- The employee is occasionally exposed to extreme cold or heat, greases and oils, toxins, poisonous substances, dust, chemicals, electricity, electro-magnetic radiation, and other hazardous materials

Commented [AT11]: Formatting changes

*The duties listed above are intended 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. The job description does not constitute an employment agreement 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.*