

## POSITION DESCRIPTION

Adopted by Coventry Town Council: February 7, 2005

Corrections June 1, 2005

cdl correction 9-19-2013 drg

Class Title: Mechanic I

Department: Public Works

Division: Fleet Maintenance

Date: February 7, 2005

**GENERAL PURPOSE:** Works independently and assists other Mechanics in fleet maintenance activities. Performs a variety of routine & preventative maintenance tasks to maintain 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.

**SUPERVISION RECEIVED:** Normally works under the general supervision of a Mechanic but may work 'independently chasing parts & supplies and while performing routine vehicle maintenance services. Receives and responds to guidance and tasking 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.

Keep inventory of repair parts stock, and supply. Assist in data entry for vehicle records system.

**PERIPHERAL DUTIES:** May be required to drive light trucks for snow removal and ice control operations and help load, unload & clean sanders.

**TOOLS AND EQUIPMENT USED:** Operates all of the vehicles and equipment listed for Mechanic's Helper in the equipment classification of the current Bargaining Agreement between the Town of Coventry and the Public Works Union.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air—driven tools. Data entry into Windows based personal computer.

**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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must be physically able to safely operate all vehicles and equipment appropriate to this job classification;

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus for long distance sighting.

The employee must be able to get along with co—workers, supervisor, vendors, and the public at large.

The employee must be able to work in excess of normal 8-hour workday" when required due to inclement/severe weather, operations having intensive public works involvement, emergency service conditions. Employee is compensated for all work in excess of normal workday in accordance with the provisions of applicable labor agreements.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school, technical school or possessing GED equivalent certificate.

(B) Three years' experience as a skilled mechanic in the repair and maintenance of automotive, heavy truck and heavy construction equipment.

Necessary Knowledge, Skills and Abilities:

(A) Possession of a valid Connecticut Commercial Driver's License Class B + Tank Endorsement as dictated by the US DOT Commercial Motor Vehicle Safety Act of 1986

(B) Considerable knowledge of the materials, methods and techniques used in the maintenance of automotive and heavy public works equipment.

(C) Ability to perform all duties detailed in Mechanic I job description.

(D) Knowledge of the principles and practices of fleet maintenance.

(E) Qualified to operate Town equipment as required to plow snow, sand/salt roadways.

(F) Familiarity with windows based personal computer.

(G) Ability in welding and use of skilled mechanic's tools.

(H) Knowledge of environmental compliance and work safety requirements related to vehicle maintenance facilities.

Tool Requirements:

(A) Possession of personal tool box and all hand tools needed to perform small engine maintenance & repair and routine vehicle maintenance. Tools required include sockets & ratchets (1/4, 3/8, & 1/2 drive) & 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.

## 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.

Possible exposure to hazardous waste materials; high and low temperatures; sudden fluctuations in temperature, grease and oils; toxins; poisonous substances; dust; chemicals; bodily injuries; loud or unpleasant noises; high humidity and wetness; electrical hazards; burns; electro-magnetic radiation. The employee is provided with personnel protective equipment appropriate to the hazard encountered.

The use and wearing of safety toed shoes is required at all times during work hours.

The use and wearing of appropriate safety vests/clothing is required when working in or near the edge of roadways.

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.

Adopted by Coventry Town Council: February 7, 2005

Corrections June 1, 2005

cdl correction 9-19-2013 drg.