

# TOWN OF CONWAY

**JOB TITLE: MECHANIC**

**JOB DESCRIPTION:** Performs responsible work associated with the maintenance and repair of Town vehicles and equipment.

**ACCOUNTABILITY:** Reports to Service Department Supervisor.

**EQUIPMENT USED:** Hand and power tools, motor vehicles, telephone, calculator, shop equipment, analytical instruments and database system to track labor and parts.

**ENVIRONMENT:** Inside: 75% Outside: 25%

**DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position.

Performs preventive and emergency maintenance and repair of Town vehicles, equipment, and school buses.

Inspects vehicles and equipment to ensure compliance with NH laws.

Maintains good working relationships with Town departments.

Develops, recommends and implements repair, maintenance and replacement schedules for Town equipment.

Assists Highway Department in emergency operations: storms, floods, snow removal.

Monitor trends, developments and innovations in equipment design, repair and use, and makes recommendations to Service Department Supervisor.

Performs related work as required by Supervisor.

**PHYSICAL ACTIVITY REQUIREMENTS:**

Primary Requirements

LIFT up to 10 lbs: Frequently required.

LIFT 11 to 25 lbs: Frequently required.

LIFT 26 to 50 lbs: Frequently required.

LIFT OVER 50 lbs: Frequently required.

CARRY up to 10 lbs: Frequently required.

CARRY 11 to 25 lbs: Frequently required.

CARRY 26 to 50 lbs: Frequently required.

CARRY over 50 lbs: Occasionally required.

REACH above shoulder height: Frequently required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Frequently required.

PUSH/PULL: Frequently required.

**Hand Manipulation:**

Grasping: Frequently required.

Handling: Frequently required.

Torquing: Frequently required.

Fingering: Frequently required.

Controls and Equipment: Hand and power tools and equipment; motor vehicles; construction vehicles and equipment; telephone; calculator; test and maintenance equipment.

**OTHER CONSIDERATIONS**

Twisting: Frequently required.

Bending: Frequently required.

Crawling: Frequently required.

Squatting: Frequently required.

Kneeling: Frequently required.

Crouching: Frequently required.

Climbing: Occasionally required.

Balancing: Rarely required.

**WORK SURFACE(S):**

Cement, dirt, and tile floors. Wet and slippery surfaces. Vehicles and equipment compartments and cabs.

**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive Hours

Sit 1 hr.

Stand 3 hrs.

Walk 1 hr.

Total Hours

Sit 1 hr.

Stand 6 hrs.

Walk 1 hr.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving instructions.

Sight: Necessary to perform job effectively.

Tasting & Smelling: Occasionally required to detect leaks and noxious fumes.

**LICENSURE/CERTIFICATION REQUIREMENTS:**

Valid commercial driver's license with endorsements for equipment owned and used by the Town is preferred.

**TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:**

High School diploma. Five years of experience in the maintenance and repair of gasoline and diesel engines, hydraulic equipment, and vehicle power trains.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

The employee will be exposed to fuels, fluids, fuel exhaust, solvents, and paints.

**OTHER CONSIDERATIONS AND REQUIREMENTS:**

Position required 24 hours availability during emergencies.

Work may be performed in extremes of heat, cold, and wet weather.