

HIGHWAY MECHANIC

Position Purpose:

The purpose of this position is to operate heavy motor equipment and perform heavy manual work for all Highway Department road construction, maintenance and repair projects; all other related work as required. The Highway Mechanic is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Functions are generally well defined and limited in scope but may involve judgment and initiative in safely repairing, maintaining and operating a variety of equipment and determining method of completion.

Supervision Received: Works under the general supervision of the Highway Foreman, referring all questionable cases and problems to the Foreman. The position is subject to review and evaluation according to the Town's personnel policies.

Supervision Given: None.

Job Environment:

Majority of work is performed outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with work sites and working with/around vehicles and tools. Work environment is very loud.

Regularly operates heavy/light trucks, heavy equipment, and hand/power/pneumatic tools, and telephone.

Interacts frequently with other Highway employees and contractors working for the department; makes occasional contacts with the general public. Communicates in person and by telephone; contacts involve an information exchange dialogue.

Has no access to confidential information.

Errors in judgment may result in significant time loss and delay, cause damage to buildings and/or equipment, result in serious personal injury/injury to others, and have monetary and legal repercussions.

Essential Functions:

(The essential functions or duties listed below 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.)

Repairs and maintains all trucks, equipment and motor vehicles used in the maintenance of roads. Tunes motors, adjusts brakes, repairs electrical systems and performs preventive maintenance on vehicles such as backhoes, loaders, graders, and trucks. Maintains and repairs hand tools, chainsaws, mowers, chippers, equipment mounted on trucks, and related equipment.

Performs welding (Arc and Mig, also gas and plasma cutting), grinding, and sharpening for equipment; welds and fabricates specialized parts; mounts snowplows; maintains snow emergency equipment. Orders garage supplies and makes minor building repairs as needed.

Implements a program of preventive maintenance for all vehicles. Insures that all vehicles are in the best possible operating condition through a regular scheduling of inspection, lubrication, oil change and road testing.

Instructs highway drivers and operators as to the proper care, maintenance and operation of vehicles in accordance with manufacturer's instructions and Massachusetts Registry of Motor Vehicles laws and regulations.

Recommends removing operators from active service with respect to the mechanical dependability of vehicles.

Maintains active files on all departmental vehicles indicating vehicle descriptive data, repairs and service performed, repair costs, out of service time and recommended replacement data.

Works as a truck driver/laborer during snow removal, sanding operations and as otherwise needed. Operates loader and backhoe when needed. Assists with road maintenance and repair projects by performing manual work and operating departmental equipment. Examples of projects include the following: constructing and repairing roads, manholes, catch basins and drainage systems; applying pavement markings and paint; raking, dumping, spreading, grading, and rolling of asphalt, gravel, stone, and any other material for roads and cutting and chipping brush and trees; removing brush and leaves; mowing the roadside; repairing damaged guardrails, signs; plowing snow and sanding and salting streets; repairing damaged guardrails, and signs; and other maintenance, care, upkeep, repair, marking and beautification projects of roads and other town property.

Operates heavy and light equipment of high complexity; operates power grader, front-end loader, backhoe, rollers, road sweeper, etc. Operates vehicles providing roadway snow removal and sanding.

Regular attendance and punctuality at the workplace is required.

Must be enrolled in the Town's Drug and Alcohol program required by the Department of Transportation.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; two years of public works construction and maintenance experience including heavy equipment motor vehicle operation; mechanical repair experience highly desirable; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid C.D.L. Class B with general and air brake endorsements.
Possession of a valid Hoisting Engineer's license.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of public works equipment operation. Working knowledge of fundamental construction and maintenance procedures. Knowledge of field safety.

Ability: Ability to perform heavy manual labor under varying weather conditions. Ability to follow detailed oral and written instructions given by supervisor. Ability to communicate effectively verbally with supervisor. Ability to follow proper methods, procedures and safety precautions.

Skill: Skill in operating above-mentioned equipment. Mechanical repair skills highly desirable.

Physical Requirements:

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. Spends the majority of the day standing/walking or operating equipment. Performs heavy physical labor. Stoops, kneels, crouches, and/or crawls. Frequently lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Manually operates all department vehicles, tools, and equipment. Communicates verbally.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)