

JOB TITLE: MECHANIC - 2nd CLASS

DEPARTMENT: MS – PUBLIC WORKS – FLEET

AFFILIATION: AFSCME **FLSA STATUS:** NON-EXEMPT

SUMMARY: Performs a wide variety of mechanical duties to repair and maintain a variety of vehicles and equipment of the Municipal Services Department and such other departments as may be assigned. The position requires sound mechanical skills and the ability to react and correct a variety of problems. May be involved in other activities of the Municipal Services Department for which he/she is qualified.

ACCOUNTABILITY: Reports directly to and is accountable to the Chief Mechanic.

DUTIES AND RESPONSIBILITIES:

(The following is a representative sample of the duties and responsibilities of the position and is not intended to be all-inclusive.)

Performs periodic inspection of Town vehicles and equipment including during State Inspections under purview of Chief Mechanic as directed.

Performs a variety of preventive maintenance tasks such as greasing, lubrication changes and repairs to keep vehicles at maximum efficiency including routine checks of heavy equipment greasing.

Performs major and minor repairs to return out of service vehicles and equipment to use.

Checks when vehicles show damage and reports same.

Keeps garage clean and fuel island in order and maintains service equipment.

Prepares and maintains records and reports as required.

May also operate snow and ice removal equipment for which he/she is qualified.

SPECIFIC REQUIREMENTS FOR THE POSITION:

Graduate of high school, vocational or technical school, or equivalent combination of education and experience.

Commercial Driver's License (CDL) desirable.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Ability to diagnose problems and make repairs.

Ability to follow oral and written instructions.

Experience with Air Brakes (service and repair) preferred.

Must be in good physical condition and able to perform manual labor, sometimes under adverse conditions.

Must respond to emergency situations.

Must have working knowledge of current principles and practices of vehicles maintenance and repair.

State of New Hampshire Motor Vehicle Inspection License desirable but not required.

Must be a positive team player who consistently exhibits a professional and courteous manner.

Job Title: Mechanic 2nd Class	Revised Date: 03/27/2023	Approved Date: 03/27/2023
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Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Regularly Required
LIFT 11 to 25 lbs:	Regularly Required
LIFT 26 to50 lbs:	Occasionally Required
LIFT over 50 lbs:	Rarely Required
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CARRY up to 10 lbs:	Regularly Required
CARRY 11 to 25 lbs:	Regularly Required
CARRY 26 to50 lbs:	Occasionally Required
CARRY over 50 lbs:	Rarely Required

REACH above shoulder height:	Occasionally Required
REACH at shoulder height:	Regularly Required
REACH below shoulder height:	Regularly Required
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PUSH/PULL:	Occasionally Required

HAND MANIPULATION

Grasping:	Regularly Required
Handling:	Regularly Required
Torqueing:	Regularly Required
Fingering:	Occasionally Required
Controls and Equipment:	Regularly Required
Environment:	Inside <u>90%</u> Outside <u>10%</u>

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Regularly Required
Bending:	Regularly Required
Crawling	Regularly Required
Squatting	Regularly Required
Kneeling:	Regularly Required
Crouching:	Regularly Required
Climbing:	Regularly Required
Balancing:	Regularly Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	√
Sloped surfaces	√
Snow or icy surfaces	√
Grass/Pavement	√
Vehicle Interiors	√

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

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

(Percentage spent daily)