

DEPARTMENT: PUBLIC WORKS

TITLE: MECHANIC

IMMEDIATE SUPERVISOR: PUBLIC WORKS DIRECTOR

PRIMARY FUNCTION:

This is a fulltime, hourly, non-exempt position within the Department of Public Works. This is skilled work, inspecting, testing, determining causes for mechanical failure and performing the repairs of all Township owned equipment and accessories. The duties require physical exertion and the ability to perform heavy physical labor efficiently. Work may include light to heavy physical labor and snow plowing when not repairing equipment or operating equipment. Work involves manipulative ability in the use of manual tools on routine tasks and in the use of small power -operated tools. The duties range over a wide variety of municipal activities, including, but not limited to, light and heavy physical labor, indoor and outdoor work.

It will be the mechanic's responsibility to schedule equipment in for periodic preventive maintenance and to see that any equipment requiring state inspection will pass inspection without service being rendered by the inspection station. It will also be the mechanic's responsibility to maintain work history records on all equipment and maintain fleet management recommendations to the Public Works Director. The mechanic will alert the Public Works Director to specific problems with any and all equipment repairs and make recommendations as to the solutions to these problems. Employees in this class are responsible for the same and effective operation of equipment.

ESSENTIAL DUTIES:

- Repair all Township owned equipment to include, but not limited to engine tune-ups, electrical repairs and troubleshooting, grease and oil changes, tire repairs and changing and hydraulic repairs. Document on time sheet.
- Inspect, test and determine causes for mechanical problems.
- Plans, schedules and carries out and evaluates preventative maintenance schedules and work for all vehicles and mechanical equipment.
- See that any equipment requiring state inspection will pass inspection without service being rendered by the inspection station, when possible.
- Performs all duties in conformance to appropriate safety and security standards.

- Operates a variety of diagnostic instruments and hand, electric and air driven tools.
- Order and purchase of necessary repair parts.
- Responsible to maintain work history records on each piece of equipment.
- Maintain an inventory of all “stock” repair parts and supplies along with tools and equipment. Submit inventory sheet to Superintendent monthly.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Normally, police vehicles will get priority for repair work but certain conditions will, on occasion, shift priority over to the Road Department equipment. An example would be to affect any necessary repairs to a truck being used for snow removal when weather conditions dictate a need for the piece of equipment to be in service.

PERIPHERAL DUTIES

- Performs other duties consistent with a Laborer when assigned and when mechanic work is completed
- Operates snowplows and salting and cindering machinery and loads assigned truck with snow and ice control materials when required.
- Performs maintenance and makes repairs in various Township buildings and grounds (e.g., cuts grass and trims weeds, using lawn mower and weed trimmer; cleans buildings, washes windows, empties trash cans, etc.)
- Performs maintenance and makes repairs to Township roads, bridges, etc. (e.g., repairs streets and sidewalks with asphalt, cold patching materials and concrete; shovels snow from walks and drainage ditches; patches highway surfaces; sets up barriers, cleans berms, sets out warning flags, sweeps and cleans roads, bridges and ramps, etc.)
 - Patches highway surfaces by cleaning potholes, applying patching materials, leveling,
 - Cleans and seals highway surface cracks.
 - Digs drainage ditches and cleans out drains, pipes, streams, and flood control structures.
 - Applies weed killers, snow and ice control materials, and other maintenance chemicals.

- Drives trucks and other vehicles to transport equipment and tools used at work sites.
- Employee is called out for emergencies such as snowfall, floods, downed trees, etc. seven (7) days a week, 24 hours per day.
- Performs other related duties as required or requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- General maintenance and repair procedures
- Hazards and safety precautions of the work
- Knowledge of automotive mechanics
- Working knowledge of gas and diesel engines, transmissions, hydraulics as well as price trends and grades or quality of materials and equipment.
- Working knowledge of hazards and safety precautions common to municipal maintenance and repair activities.
- Knowledge and ability to operate Township owned vehicles and equipment, such as dump trucks, backhoe, snow plows, salt spreaders, power tools, chain saws, air compressor, etc.
- Must be knowledgeable in a variety of semi-skilled and skilled maintenance tasks

Ability to:

- Complete assignments on time
- Follow policies and procedures of the Public Works Department
- Work well with others and take direction
- Work a flexible schedule throughout the Township
- Perform physical labor on a daily basis
- Ability to recognize defective operation of trucks and perform routine corrective maintenance operations.
- The employee will also be required to drive a snowplow for extended periods as necessary, which requires ability to sit and remain alert.
- The ability to understand and follow written and oral instructions and work independently is required

REQUIREMENTS

Education

- Graduation from an accredited high school or equivalent.
- Automotive Service Excellence (or equivalent) certification

Experience

- One year of experience in the operation of trucks and construction equipment.

License

- A valid Pennsylvania State driver's license
- A valid PA Commercial Driver's License is required

PHYSICAL ABILITIES

Walking, driving, standing unaided for extended periods of time (minimum of 3 hours without a break), bending, squatting, grasping, pulling/pushing, kneeling, reaching above shoulder, climbing, frequent lifting of 35-50 pounds with occasional lifting of up to 75 pounds. This is often combined with bending, twisting, or working on irregular surfaces or at heights above the ground..., maintaining balance on a ladder/roof, using both hands, manual dexterity.

WORKING CONDITIONS

Exposure to weather conditions (may include extreme heat, extreme cold, humidity, rain, snow, ice, dust) and noise (may be constant or intermittent sounds or a high pitch or level sufficient to cause distraction).