

Vehicle Mechanic  
Town of Weston

Duties include preventive maintenance and repair of Town vehicles and equipment including heavy equipment including electrical, hydraulic and mechanical systems. H.S. diploma or GED required plus min.3 years relevant experience, and possession of CDL. Full position description available at [westonct.gov](http://westonct.gov). Resume review to begin June 15 and will continue until filled. 40 hr/wk. w/ full benefits. Starting Salary \$33.22/hr. Send cover letter and resume to: Town Administrator, PO Box 1007, Weston, Ct. 06883, or [tlandry@westonct.gov](mailto:tlandry@westonct.gov).

**TOWN OF WESTON**  
**VEHICLE MECHANIC – JR. GRADE**

**Position Purpose:**

The purpose of this position is to maintain all town vehicles including CDL vehicles and heavy equipment, mini-buses, police vehicles, and minor repairs of fire trucks, etc. in a reliable and safe condition so as to be available for service according to approved standards. The work involves performing all types of equipment maintenance, preventative maintenance and repair work. This includes performing routine and specialized maintenance for all vehicle/equipment, maintaining equipment/vehicles in the most cost effective manner, recording all maintenance and associated costs. A Vehicle Mechanic-Jr. Grade is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs varied and responsible duties requiring knowledge of department standard operating procedures and vehicle maintenance standards and procedures. Must exercise of judgment on safety procedures and initiative to accomplish competent service delivery; works with others; incumbent is called upon to handle a significant amount of physical labor.

*Supervision Received:* Works under the direction of the Director of Public Works following professional standards, procedures and policies. May receive daily supervision from Working Foreman

*Supervision Given:* None

**Job Environment:**

Work is performed in a garage, yard, and field locations for emergency repairs; usually noise levels are loud. Position entails some driving and is subject to exposure to hazardous substances or materials; may be subject to vibration/jarring when driving CDL vehicles or heavy equipment; working near mechanical moving parts and exposed to electrical shock; may work in high precarious places. Work is performed inside and occasionally out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment to test drive including but not limited to: front-end loaders, backhoes, snowplows, track loader, compactor, chipper, fork lift, lawn equipment, and CDL vehicles. Also requires the operation of hand tools, power tools, etc. Occasionally uses telephone or computer to contact supply vendors.

Most contacts are with fellow employees in all departments to answer questions about vehicle

repairs and with parts/supply vendors. Communication is frequently in person, by phone or fax.

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town equipment and potential liability.

**Essential Job 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.)*

- Reads equipment specifications, repair manuals and implements adopted maintenance schedules and procedures.
- Does preventative and routine maintenance on lawn mowers, cars, light and heavy trucks, loaders, backhoes, tractors, police vehicles, mini-buses, and minor repairs of fire trucks, etc.
- Prepares equipment maintenance records by completing work orders and recording job cost and time.
- Performs equipment maintenance and repair work involving tasks ranging in complexity from checking sufficiency of fluid levels and pressures to complete engine disassembly, repair and rebuild.
- Trouble shoots and repairs electrical, hydraulic, mechanical and other equipment systems.
- Test operates vehicles or equipment, discusses performance with operator; uses lift or jack to analyze, test, inspect, and determine cause of malfunction. Performs standard diagnostic tests using specially designed test equipment for hydraulic components, electrical systems, brake systems, clutches, and similar mechanical work as available.
- Uses mechanic's hand tools and power equipment to remove, disassemble, and repair, rebuild, or replace defective parts or units. Grinds, files, and sands repaired surfaces using power and hand tools.
- Uses hand tools and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment; Repaints repaired surfaces using spray gun.
- Adapts or modifies vehicles and equipment for safety purposes or emergency use
- Moves materials with hand tools, wheelbarrows, forklift and hand trucks. Loads and unloads heavy materials from vehicles.
- Maintain and perform job site and work safety practices.
- Is subject to call out to respond to emergencies after normal working hours.
- Performs tree trimming, cutting of logs and removal of trees as needed.
- May be reassigned as necessary to assist department employees with various projects.

### **Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Performs snow plowing duties as needed.
- Continues training related vehicle mechanic work.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

### **Minimum Required Qualifications:**

#### Education, Training and Experience:

Must have a High School Diploma or GED with over 3/4 years of vehicle and/or heavy equipment mechanic experience; Vocational School or certification may substitute for one year of experience; Vocational Experience preferred; or any equivalent combination of education, experience and training.

#### Special Requirements:

Must have and maintain: Commercial Drivers License (CDL) Class B with airbrakes endorsement. Must submit to CDL Drug testing regulations.

#### Knowledge, Ability and Skill:

*Knowledge:* Strong knowledge of the operation, repair, and maintenance of motor vehicles, heavy equipment, and other mechanical equipment; strong knowledge of hydraulic and electrical systems; strong knowledge of various vehicles, trucks and heavy equipment diagnostic tools and procedures; working knowledge of fabrication and repair of electrical systems; knowledge of gas and diesel engines; some knowledge of hydraulic systems; thorough knowledge of appropriate tools; strong knowledge of safety procedures for working with vehicles, working with hazardous materials, working with heavy equipment and working with mechanical equipment; thorough knowledge of safety practices and procedures related to vehicle mechanic work.

*Ability:* Ability to operate equipment and vehicles for diagnostic purposes; ability to interpret drawings, diagrams, specifications and equipment manuals to determine appropriate methods for diagnosing and repairing vehicles, trucks and heavy equipment; ability to follow written and oral instructions; ability of work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to work for long hours and physical labor is necessary; ability to analyze problem in the field;; ability to perform auto body fabrications: ability to deal effectively and maintain working relationships with town employees; ability to understand policies and procedures.

*Skill:* Skill in diagnosing and servicing automotive, mechanical, electrical, and hydraulic problems; skill in using snowplows, power tools and hand tools.

**Physical and Mental Requirements:**

**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places		X		
Work with toxic or caustic chemical				X
Work with fumes or airborne particles				X
Non weather related –extreme heat/cold				X
Work near moving mechanical parts				X
Risk of electrical shock				X
Vibration				X
Other-Road Traffic		X		
Other-Emergency storms			X	
Other-				

**Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Talking & Hearing			X	
Using hands/fingers to handle/Grip				X
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
Smelling			X	
Bending, pulling, pushing				X
Other-Driving		X		
Other-Describe				

**Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds			X	
Over 100 pounds		X		

**Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)				X

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(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.)*

**FINAL APPROVAL DATE October, 2012**