

Town of Wilton
Public Works Department

Mechanic

Nature of work:

This is skilled manual labor in the repair and maintenance of various pieces of light and heavy motorized equipment used in road construction, road maintenance, snow removal and other generalized work in the Public Works Department.

Repair and maintenance of all Town equipment such as police cruisers, Fire Department trucks and equipment, and repair and maintenance of other motorized equipment.

Employee of this class must be able to correctly diagnose and make major repairs on a variety of equipment. Employee is also responsible for regular preventive maintenance on this equipment. Employee must have the ability to operate these various pieces of equipment. Work is subject to review while in progress and upon completion by the Public Works Foreman.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Diagnoses and performs major repairs on equipment as the situation warrants (examples include spring replacement, transmission and brake repair and minor engine repair) and makes arrangements with outside truck/equipment service departments for repairs of equipment requiring specialized services.

Performs regular preventive maintenance on vehicles including oil changes, filter and belt changes and lubrication as necessary.

Helps prepare trucks and other equipment for different seasonal jobs including repairing and maintaining sanders and plows.

Cleaning and repainting of sanders, trucks, and other equipment as necessary.

Maintains repair and general maintenance records on all vehicles; prepares bills for replacement parts to be allocated to appropriate department, as well as ordering of parts from various automotive suppliers.

Scheduling of work to be done on different department equipment, and prepare work orders for work.

Maintaining supplies and parts for stockroom for general maintenance of equipment.

May perform repair work on vehicles that utilize welding and cutting tools.

Assists road crews and other departmental activities by driving equipment or performing other manual labor tasks, but work at garage takes first priority.

Is responsible for keeping garage area clean and organized.

Assists other departments in the maintenance of all equipment.

Performs related work as required.

Responsible to the Public Works Foreman.

Requirements of Work:

Thorough knowledge of the general maintenance requirements of various pieces of light to heavy motorized equipment.

Ability to perform major repairs upon various light and heavy motorized equipment.

Knowledge of necessary tools and equipment used in the repair and maintenance of motorized equipment.

Knowledge of principles and operation of gas and diesel engines.

May be required to lift equipment, tools or in combination in excess of 50 pounds.

Skill in the use of tools and the operation of machines and equipment employed in automobile repair and maintenance.

Knowledge of State Inspection laws, ordinances and rules involving the safe operation of automotive vehicles.

Ability to drive various pieces of equipment used by the Town.

Training and Experience Required:

High school graduation and experience in the repair of motorized equipment; or any equivalent combination of experience and training.

Necessary Special Requirements:

Must possess valid Class B and Maine Commercial Inspections Licenses