



Job Title	Mechanic	Position Type	Full-Time
Department	Public Works Dept.	Supervisor	Public Works Foreman

Job Summary

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.

Responsibilities

- Diagnoses and performs major repairs on equipment as the situation warrants and plans 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.
- Help 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 work to be done on equipment town-wide and preparing work orders.
- 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 priority.
- Is responsible for keeping garage area clean and organized.
- Performs related work as assigned.



Job Requirements

- 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 a 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.
- High school graduation and experience in the repair of motorized equipment; or any equivalent combination of experience and training.
- Must possess valid Class B CDL and Maine Commercial Inspections Licenses.

Employee Printed Name

Employee Signature

Date

Department Head Signature & Date:



Join the Town of Wilton's Public Works Department!

The department is seeking hard-working, self-motivated individual to join the Team.

The Public Works Department is an integral piece of the Town of Wilton, maintaining roads and cemeteries and managing the Transfer Station for the residents. As a Mechanic, you will have the opportunity to assist staff in all departments to maintain Town equipment. A Maine Commercial Inspection License is a requirement of the position, but we are willing to work with the right candidate to acquire the license. Starting wage for this position will be \$26.49/hour.

If you are interested or would like to find out more, please email treas@wiltonmaine.gov or call at (207) 645-4961. Application and job description can be obtained at the Wilton Town Office, 158 Weld Road, Wilton, ME 04294 or at www.wiltonmaine.gov.

Position will remain open until filled.

The Town of Wilton is an Equal Opportunity Employer