

## **Town of Harwinton**

### **Mechanic/Highway Maintenance Worker**

#### **CLASS SUMMARY:**

In the Town highway department, this class is accountable for independently performing a full range of skilled mechanical work in the repair, overhaul and maintenance of Town owned, leased, rented, or borrowed trucks, automobiles, and light & heavy equipment. Mechanic is required to supply his own hand tools needed to perform the duties of the job as outlined, including but not limited to wrenches, sockets & drivers, screwdrivers, test equipment, hammers, punches, chisels, pullers, air tools, files, gauges, drill bits, etc.

#### **SUPERVISION RECEIVED:**

Works under the general supervision of the Public Works Director, Public Works Foreman, or the Assistant Foreman

#### **SUPERVISION EXERCISED:**

Oversees the work of Public Works' Maintenance workers when they're assigned to assist in repair and maintenance work.

#### **GENERAL DUTIES:**

Plans and organizes mechanical repair work; diagnoses failures in all types of automotive type vehicles, light and heavy equipment, both in the garage and on the road; performs general maintenance including but not limited to tune-ups, checking and adjusting brakes, changing and balancing tires, etc.; change transmissions, rear ends, and axles; replaces brakes; replaces starters, alternators, water pumps, belts and hoses; replaces broken or loose wires, bulbs and fuses; uses mechanic's tools to remove, disassemble and repair, rebuild or replace defective parts or units; welds, fabricates, builds and rebuilds equipment as needed or directed; works to repair, rebuild or construct equipment in and around town owned buildings and property or as directed; prepares vehicles and equipment for repair by private garages as needed; keeps vehicles maintenance and repair records; orders necessary parts, supplies, and equipment; can be required to drive trucks to plow and sand roads and/or haul materials, operate equipment including but not limited to loaders, backhoes, excavators, skid loaders and road graders; in addition to these duties, may be expected to perform all related duties as outlined in the job description, but not limited to such description for Public Works Maintenance Worker.

## **KNOWLEDGES, SKILLS, AND ABILITIES:**

Considerable knowledge of the operation, maintenance and repair of motor vehicles, light & heavy equipment, and other mechanical equipment; considerable ability to read and interpret automotive diagrams, manuals, charts and other written materials; considerable ability to use automotive tools and materials; be able to weld and fabricate using mig, tig, stick type equipment; have the ability and knowledge to use grinders, chop saws, and plasma cutter; have some ability to do body work and painting; have knowledge of the processes and materials used in grounds and highway maintenance and the ability to work in this field; have the physical strength and agility to perform the duties listed above.

## **EXPERIENCE AND TRAINING:**

- High School Diploma required.
- 5 years' experience as a qualified heavy equipment mechanic where considerable experience has been gained in the operation, care, maintenance, and repair of mechanical equipment.
- 3 years of work experience operating heavy equipment.
- 2 years' work experience in construction with the focus being in road and grounds repair and maintenance
- Must possess a valid Connecticut Commercial Driver License (Class A preferred), in good standing and have experience operating heavy trucks.
- Must possess a valid Air Brake Endorsement.
- Must be experienced in computerized vehicle diagnostic testing.
- Must be 10-hour OSHA certified or be willing to obtain certification within six (6) months of hire.
- Pre-employment background check and drug screening is required.

The Town of Harwinton is an Affirmative Action/Equal Opportunity Employer

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects,

tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.
- **NOTE:**  
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

This is a full-time, 40 hour per week, with required overtime work as needed. union position. Pay rate is based on experience.

Employment applications and job description can be found at [www.harwinton.us](http://www.harwinton.us) Interested applicants should submit resume and employment application to [highways@harwinton.us](mailto:highways@harwinton.us) no later than **September 9<sup>th</sup>,2020, or drop off to address below.**

The Town of Harwinton is an Affirmative Action/Equal Opportunity Employer

Town of Harwinton  
Selectmen's Office  
100 Bentley Drive  
Harwinton, CT 06791