



## JOB DESCRIPTION

LAST UPDATED 1/4/2024

Job Title	Highway Mechanic
Reports To	Deputy Director of Operations
Classification	Non-Exempt, Union, Full-Time
Salary	Grade D
Direct Reports	None
Class Spec/EEO-4	HM/ 6 – Craft Workers

### Job Summary

This position is responsible for the maintenance and repair of light and heavy equipment, trucks and other City vehicles and equipment.

### Essential Functions

*Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.*

1. Repairs and maintains city vehicles, heavy equipment, and all other public works vehicles including front-end loaders, backhoes, jet/vacuum truck, and various trucks; performs major and minor engine repairs on gasoline and diesel- powered vehicles.
2. Repairs and tests brake systems, suspension systems, exhaust systems, heating and cooling systems and transmissions.
3. Replaces fuel pumps, generators, and hose lines; adjusts valves and brakes; performs minor body repairs and repairs motors of sander/salter and other equipment as necessary.
4. Conducts regular maintenance of vehicles including lubricating equipment, changing oil and grease and cleaning, and washing vehicles as needed.
5. Cleans repair shop and assists in the maintenance of records on repair costs per vehicle.
6. Conducts State Safety Inspections on City vehicles.
7. Drives trucks and heavy construction equipment, loads, unloads and transports material, tools, supplies, and equipment as is necessary for public works projects or maintenance.

8. Installs special equipment such as plow frames, lights, radios, and special wiring as necessary; performs electric, acetylene and arc welding as required.
9. Performs duties in accordance with established procedures and techniques, requiring independent judgment in operating equipment.
10. Ensures time and work is accounted for on written work orders as appropriate.
11. Operates snow removal equipment, including loaders and all manner of plow trucks and sidewalk tractors as required.
12. Performs duties requiring independent judgment in accordance with established safety and operational procedures and techniques.
13. Ensures time and work is accounted for on work orders.
14. Makes routine contacts with other city divisions related to Public Works and occasional contact with the public.
15. Supports the coordination of activities between all staff and other departments within the City. Performs other tasks or functions as necessary to accomplish City and Department goals and objectives.

#### Minimum Qualifications

1. High school diploma or equivalent, required.
2. Minimum one (1) year experience in maintenance and repair of heavy and motorized equipment, or equivalent automotive education, required.
3. State CDL driver license with tanker endorsement, required or must obtain within six (6) months of employment.
4. State of Vermont Certified Vehicle Inspector certification required or must obtain within six (6) months of employment.
5. Must pass pre-employment criminal background check and drug test.
6. Must be able to pass random CDL drug testing through duration of employment.

#### Knowledge & Experience

1. Thorough knowledge of the tools, equipment and procedures used in motor equipment repair and maintenance.
2. Ability to locate, diagnose and repair a wide variety of equipment.
3. Must be able to work in a team environment.
4. Excellent communication skills, written and oral.

#### Working Conditions

*Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.*

**Internal:** Internal work may include occasional work performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. The noise level is moderate and

includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

**External:** External work requires constant exposure to highway maintenance, construction and other locations while performing highway maintenance work which includes exposure to environmental hazards and various weather conditions. Such external work requires exposure to maintenance and construction vehicles and operations which may lead to injuries typical of such work.

#### Physical Demands

Work includes frequent moderate and occasionally strenuous physical effort required in performing work under field conditions while conducting the repair and maintenance of heavy equipment and city vehicles with exposure to inclement weather and a variety of hazardous conditions associated with such work. Frequently reaching, pushing, pulling, carrying, and operating objects or heavy tools and equipment for repair and maintenance purposes. Frequently gripping tools with hands, twisting wrists. Bending, lifting, squatting, twisting, climbing - frequently