

**Town of Harwich DPW**  
**Job Description**

POSITION TITLE: **MECHANIC**

CLASSIFICATION: **HM 2**

DIVISION: **VEHICLE MAINTENANCE**

IMMEDIATE SUPERVISOR: **VEHICLE MAINTENANCE MANAGER**

EFFECTIVE DATE OF DESCRIPTION: **JULY 1, 2008**

**OVERVIEW OF POSITION**

Works under the general supervision of the Vehicle Maintenance Manager and performs responsible semi-skilled and skilled mechanical work on equipment in various departments including the Highway, Parks, Landfill and Cemetery, Fire, Police and Water Departments. The incumbent must be thoroughly familiar with the techniques and methods to maintain and repair equipment and with the tools required to make those repairs.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

(The following is illustrative of the duties and responsibilities associated with the position and is not intended to be all inclusive)

Performs routine vehicle and equipment maintenance under the guidance of the Vehicle Maintenance Manager.

Performs major and minor repairs on cars, trucks, and various types of equipment, both gas and diesel powered.

Performs diagnostic tests utilizing modern assessing equipment including OBDII and other analyzing tools.

Operates various types of shop equipment, machinery, precision instruments and specialized tools.

Must be able to document vehicle services and examine vehicle history using existing databases that require basic computer skills.

Responds to road calls and other emergency calls for service as needed.

Required to work during emergency conditions such as hurricanes, snow and ice and other events requiring department responses.

Any other duties that the Vehicle Maintenance Manager deems necessary.

## **PERTINENT KNOWLEDGE, SKILLS, AND ABILITIES**

Candidates must have a thorough knowledge of the operating principles of gasoline and diesel engines, vehicles and other motorized equipment. Must have knowledge of the hazards associated with vehicle maintenance and follow good safety standards associated with mechanics. Must be able to establish harmonious working relationships with fellow employees, comply with oral and written directions from supervisor and have the ability to work independently.

## **PHYSICAL CONDITIONS AND NATURE OF WORK**

Work is typically performed in an open bay maintenance facility. Frequent bending, stooping, crawling and the ability to lift a minimum of 100 pounds is required. Safety glasses and leather steel toe shoes must be worn and meet OSHA guidelines.

## **EDUCATION AND EXPERIENCE**

Must be a high school or technical school graduate or hold an equivalency certificate. Continuing education or training in vehicle maintenance and repair is preferred. A combination of education and experience, which indicates the ability to perform the duties and responsibilities of this position, may be considered. Must have a minimum of 5 years experience working in vehicle maintenance or related fields. A valid Massachusetts Drivers License is required. Other qualification not listed will be considered.

The following qualifications and experience are desirable, but not required:

- Hydraulic systems and motors
- CDL Class B
- Hoisting License
- ASE Certifications
- Fire and Police vehicles
- Heavy equipment and tractor trailers