

**TOWN OF PITTSFIELD
JOB DESCRIPTION**

Title: Mechanic/Equipment Operator/Truck Driver
Department: Highway
Adopted: 03/13/2020
Revised: 07/23/2020

Budget Number: 10-05
Status: Full-time

NATURE OF WORK

This is a skilled position in the operation, maintenance and repair of all Town equipment which may be used by the Public Works department.

An employee in this position is responsible for the safe and efficient operation, maintenance and repair of assigned automotive equipment. Normally work is performed on all types of equipment and may regularly entail performance of related skilled or manual work. Assignment may be given in detail for each job or may follow an established routine.

This position is evaluated through means of observation, periodic written reports, and results achieved.
This position is supervised by the Public Works Foreman.

REQUIREMENTS OF WORK

1. Performs mechanical work in the maintenance, overhaul and repair of automotive vehicles, gasoline and diesel motors, trucks, vans, mowers and other heavy construction and maintenance equipment.
2. Coordinates maintenance activities and reports work accomplishment to the Public Works Foreman on a regular basis.
3. Examines vehicles to determine the extent of malfunction or damage and to determine what type of repairs need to be made.
4. Performs inspections, adjustments, and replacements to worn or damaged parts including valves, pistons and main bearings and assembles cooling, fuel and exhaust systems within the scope of town equipment.
5. Repairs and/or may rebuild hydraulic cylinders, clutches, transmission housings, cylinder blocks, rear ends, etc. using welding and fabrication equipment.
6. Repairs and overhauls brakes, ignition systems, transmissions, differentials and rear axle assemblies, plows, frames, mowers, etc..
7. Performs routine vehicle maintenance work including tune-ups, lubrications, oil changes, tire changing and balancing.
8. Determines the kinds of tools and equipment needed to do the job.
9. Test drives vehicles to test components and systems.
10. Inspects and tests new vehicles for damage.
11. Operates heavy and light equipment for testing and to perform assigned duties, including dump trucks, tractor mowers, sweepers, snow blowers, skid steers, pay-loaders, backhoes, excavators and compressors.
12. Trains other staff in the use of heavy and light equipment and in the tools, equipment and safety procedures as necessary.
13. Performs administrative functions such as reviewing reports, researching technical literature, ordering needed parts, maintaining an inventory of parts and tools, obtaining necessary parts and supplies and purchasing materials and services as needed. Maintains work order, time, and parts records.
14. Advises the Public Works Foreman on safety procedures and regulations with regards to fleet maintenance operations.
15. Provides input to the Public Works Foreman in preparation of new vehicle and/or equipment specifications and in the planning, budgeting and justification of new equipment or vehicle purchases.
16. Assists the Public Works Foreman in departmental budgeting and tracking of costs, maintenance work orders, parts, etc. associated with fleet maintenance activities.
17. Responds to emergency road calls from disabled town vehicles and equipment and takes appropriate action.
18. Keeps up to date technically and applies new knowledge to job.

19. Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, supervisors, co-workers, and with people from other departments and agencies.
20. Ability to work flexible schedules and respond to emergency calls on a 24 hour basis.
21. Follows standard safety procedures and regulations.

ADDITIONAL REQUIREMENTS OF WORK

1. Sweeps, repairs, scrapes, plows, sands, salts, removes snow, and grades Town roads.
2. Repair and/or clean lawns, repairs and/or replaces culverts, ditches, catch basins, traffic, and street signs.
3. Opens gravel pit, maintains flood control, paints pavement markings, sets out waste receptacles, puts up winter sand and salt, and builds barricades.
4. Washes and cleans equipment and vehicles.
5. Grades new road construction to base and finish grade.
6. Performs other work as required.
7. Operates specialized public works equipment such as loader, snowblower, plow, snow basket, grader, backhoe, shovel dozer and other equipment.
8. Keeps supplies for equipment up to date within budgetary guidelines.
9. Snowplows, snow blows and removes snow. Will assist the Public Works Department during the winter with tasks such as snowplowing; sanding; clearing parking lots; clearing sidewalks and other winter-related work details. May involve sanding and salting. Plows and sands sidewalks, cuts brush and trees, and cleans up debris from tree and stump removal.
10. Working knowledge of principles of automotive equipment operation in general and of assigned equipment in particular.
11. Working knowledge of rules for safe operation of equipment and of precautions to be taken in order to avoid accidents.
12. Skilled in the operation of heavy automotive equipment and related attachments.
13. Knowledge of Departmental rules and regulations.
14. Ability to perform heavy manual labor for extended periods of time under adverse climatic conditions.
15. Thorough knowledge of the geography of the Town and location of streets.
16. Available for on-call, night, holiday, week-end, and emergency work.
17. Knowledge of snowplowing and snow blowing as well as a working knowledge of loaders, plows, snowblowers and snow baskets.
18. Working knowledge of rules for safe operation of equipment and of precautions to be taken in order to avoid accidents.
19. Skilled in the operation of heavy automotive equipment and related attachments.
20. Able to function as part of a team. Good customer-service skills.
21. Highly responsible. Able to work on his/her own.
22. Available whenever needed for duty for snowplowing, snow blowing and removal of snow during the winter season.
23. Ability to operate a truck or tractor trailer in a safe manner.
24. Ability to keep accurate, complete and timely records as required.
25. Working knowledge of occupational hazards and safety precautions of the work.
26. Ability to conduct one's self in an orderly and courteous manner.
27. Considerable knowledge of environmental issues concerning waste storage, transfer and disposal.
28. Considerable knowledge of State and Federal laws, Town ordinances and requirements of facilities receiving waste.
29. Considerable knowledge of State of Maine and New Hampshire motor vehicles laws for operation of a tractor trailer.
30. Ability to work with little or no direct supervision. Ability to understand and carry out oral and written instructions.
31. Perform all duties that are assigned.

TRAINING AND EXPERIENCE

Proven work experience required in the area of vehicle maintenance and repair. Proven work experience required in the areas of snowplowing; use of equipment such as loaders, plows and snowblowers; and equipment maintenance. Must have graduated from high school or have a GED equivalence. A concentration in automotive vocational secondary program is highly desirable. Experience in the operation, repair and maintenance of moderately heavy to heavy equipment a must.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess and maintain a valid State of Maine Class A or B operator's license.
2. Must have an accident free driving record for the 18 months previous to applying for the position and no moving citations in the past 12 months.
3. Ability to lift, transfer, or move at least 75 pounds.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:		Date of Application:	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other:	
Last Name	First Name	Middle Name	
Address Number	Street	City	State ZIP Code
Telephone Number(s)		Social Security Number	

If you are under 18 years of age, can you provide the required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

Have you ever been employed with us before?

If Yes, give date _____

Yes No

Are you currently employed?

If Yes, give date _____

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

Yes No

If Yes, please explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Indicate any foreign language(s) you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training, received in the United States Military.

Employment Experience

Start with your present or last job. Include and job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
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Employer		Dates Employed		Work Performed
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		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> FAX	Production/Mobile Machinery (List):	Other (List)
<input type="checkbox"/> PC	<input type="checkbox"/> Excel	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Microsoft Word	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities in such a job or occupation is attached.

Yes No

References

1.	_____ () _____ (Name) (Phone Number)
	_____ (Address)
2.	_____ () _____ (Name) (Phone Number)
	_____ (Address)
3.	_____ () _____ (Name) (Phone Number)
	_____ (Address)
4.	_____ () _____ (Name) (Phone Number)
	_____ (Address)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at anytime and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____ Interviewer _____ Date _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____ NAME AND TITLE DATE

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open Yes No

Position Applied For: _____

DATE _____

NOTES: