



## Town of Woodbury Job Description

**Job Title:** Mechanic/Equipment Operator  
**Department:** Public Works  
**Reports To:** Director of Public Works  
**FSLA Status:** Non-Exempt  
**Approved By:** Board of Selectmen  
**Approved Date:** June 28, 2012

**Summary Job Description:** The Mechanic reports directly to the Director of Public Works. The Mechanic is primarily responsible for the maintenance, repair and upkeep of all Public Works vehicles and equipment as well as Town equipment. When instructed by the Director of Public Works, the Mechanic performs the functions of an Equipment Operator which include: road construction, road asphalt paving, maintenance and repair of roadsides, roadside shoulders, bridges and other Town owned properties. The work of both the Mechanic and Equipment Operator requires knowledgeable, responsible, and safe operations and maintenance of heavy and light motorized equipment such as a dump truck, tractor/mower, snow plow and sanding/salting equipment, and other tools and equipment necessary to carry out assignments.

**Mandatory Requirements for all Town Employees:** A) You are required to understand and abide-by all safety work practices for yourself and your co-workers. B) You are required to understand and use customer service "best practices" when dealing with the public, peers and co-workers by treating everyone fairly, with understanding, empathy, and professionalism.

### **Essential Functions:**

- Responsible for the maintenance, repair and upkeep of all Public Works vehicles and equipment including but not limited to: trucks, tractors, mowing equipment, plowing and sanding/salting equipment as well as other Town equipment.

While performing duties of an Equipment Operator:

- Performs work satisfactorily in connection with the construction, reconstruction and maintenance of roads, road shoulders, bridges and drainage systems.
- During winter months must be ready and able at all times to plow and sand/salt an assigned route of roads.
- May be required to report to work during emergency storm related incidents (such as flooding or fallen trees, etc.) during the non-winter months.
- Capable of roadside tree cutting, grass and brush cutting, litter removal, and hauling and loading gravel, soil, lumber and other materials.

### **Duties and Responsibilities:**

- Aheres to and enforces OSHA and Town safety guidelines and precautions in the garage and on job sites at all times.
- Performs or directs the general mechanical overhaul and repair work on Town heavy equipment, automobiles, trucks, pumps, compressors and other standard and special equipment.
- Performs or directs the reconditioning of gasoline and diesel motors, inspection, adjustment and replacement of units and related parts including valves, pistons, bearing assemblies and rings.

- Performs or directs repairs and adjustments of brakes including shoes, cams and master cylinders.
- Performs or directs repair and rebuilding of axle assemblies, differentials and transmissions including replacing worn gears, shafts and bearings.
- Performs or directs repair, replacement or rebuilding of steering boxes, posts, tie-rod ends, drag links, kingpins, brushings and bearings.
- Rebuilds or directs the rebuilding of pumps, carburetors, alternators and generators.
- Performs or directs repair, replacement or rebuilding of threads, blades, bodies and a variety of specialized appurtenances specialized to highway construction and maintenance equipment including welding and fabricating parts.
- Tunes and adjusts ignition system and traces and repairs malfunction in electrical system.
- Must be willing to receive input from co-workers on equipment or vehicle malfunctions in effort to repair said problem effectively.
- Responsible for contacting vendors and ordering parts while being responsible to approved budget.
- Notifies department heads in writing when vehicles or equipment are unsafe for operation
- Must be able to prioritize vehicle or equipment repairs by order of importance and safety.

While performing duties of an Equipment Operator:

- Required to perform roadside tree removal, grass and brush cutting, litter removal.
- Assists in preparing asphalt, concrete, and other road repair materials.
- Assists in the maintenance of Town owned properties such as parks and greens.
- Performs routine maintenance of Town owned buildings and Town yard.
- Assists other Town Departments where manual labor is needed at any Town office buildings.
- Maintains trucks, tractors, mowing equipment, plowing and sanding equipment.
- Assist other departments in other offices and mechanic when required.
- Must be willing to change job tasks during the work day as necessary.
- Performs related work as assigned.
- Performs other duties as assigned.

**Supervisory Responsibilities:** None within the Public Works Department. May be required to direct traffic and supervise movement of traffic and the public in a safe and responsible manner to avoid heavy equipment and/or emergency events on Town roadways.

**Specific Knowledge and Skills Required:**

High School Diploma (or GED) required. Minimum of five (5) years experience as a qualified mechanic working in recognized repair facility. Demonstrates a minimum of 5 (five) years work experience operating equipment such as a 32000 GVW vehicle, dump truck, snow plow and sanding/salting equipment, tractor/mower, backhoe, sweeper, grader and loader. Demonstrates a minimum of two (2) years work experience with construction and/or reconstruction, i.e. drainage systems, road and sidewalk construction.

- Must possess a valid Connecticut Commercial Driver License Class A
- Must possess an valid Air Brake Endorsement
- State of CT Certified Brake Installation
- Must be experienced in computerized vehicle diagnostic testing
- Must be OSHA 10-Hour certified
- Ability to understand and follow both written and oral instructions in English
- Must be capable of logical and safe decision making.
- Must exhibits sound and accurate judgment.
- Easily adapts to change(s) in the work environment.

# Physical Demands

## Time is spent performing the following physical activities:

Physical Activity	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle, or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Lifts Weight or Exerts Force	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds				
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

## Specific vision requirements of this job:

Close Vision	X
Distance vision	X
Color vision	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

# Work Environment

## How much exposure to the following environment conditions does this job require?

Environmental Conditions	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

## Level of noise that is typical in the work environment for this job:

Very quiet conditions	
Quiet conditions	
Moderate noise	
Loud noise	X
Very loud noise	

