

**TOWN OF EASTON
PUBLIC WORKS DEPARTMENT
JOB DESCRIPTION**

POSITION: Mechanic

REPORTS TO: Shop Foreman

JOB OBJECTIVES: Perform maintenance and repairs on vehicles and equipment.

JOB REQUIREMENTS: Must be able to perform heavy physical labor outdoors in all types of weather. Ability to comprehend written instruction and properly maintain repair records. Ability to operate Town owned vehicles and other equipment such as loaders, backhoes, rollers, tractors and heavy trucks having a G.V.W. in excess of 26000 lbs. Must have or acquire CDL class B license within 6 months of hire date. Full time non-exempt position.

MAJOR JOB FUNCTIONS:

- A) Diagnose mechanical problems and repair equipment such as vehicles, hand operated tools and equipment.
- B) Diagnose electrical problems: repair lights, rewiring, etc.
- C) Cut metal, weld metal and fabricate items.
- D) Maintain accurate records of repairs.
- E) Keep inventory of parts and supplies; pick up part as needed.
- F) Perform preventative maintenance including oil and filter changes, fluids, etc.
- G) Raise vehicles with hydraulic lifts or jack.
- H) Clean and maintain safe work area.
- I) Maintain and secure tools.
- J) Rebuild and assemble items such as: hydraulic cylinders, engines, new equipment, etc.
- K) Use variety of hand and power tools such as hammers, wrenches, etc.
- L) Assist during inclement weather; either in shop or with operating equipment, such as snow plow.
- M) Perform other duties as directed by appropriate supervisor.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be exhaustive of all responsibilities, duties and skills required of the employee.

I have read and understand the duties outlined in my job description.

Signature

Date