Job Title: Part Time Fleet Mechanic #1 (25hrs per week)

Function:
Under the direction of the Fleet Manager, provides routine maintenance service for all municipal equipment and vehicles. Fleet Mechanic shall remain current with technology changes within the automotive repair and maintenance field. Provides emergency road service when directed.

Typical Duties, Responsibilities, Tasks & Assignments:
Maintains all of the Municipal equipment and vehicles in safe operating condition. This position’s primary duties are to perform preventive maintenance, safety inspections and general repairs on cars, vans, pick-up and smaller dump trucks. This can includes oil changes, tire rotation and replacement, brake servicing, exhaust repair, automotive electrical components etc.

Diagnoses needed repairs on all town vehicles and equipment. Conducts repairs, overhauls, adjustments and maintenance on engines, transmissions, clutch differentials, axels, rear ends, brakes, automotive electrical components, carburetors, bodies, fenders, and chassis on vehicles and equipment used by all town departments. Performs fabrication, welding, cutting and heating using a torch, plasma cutter and electric welding equipment.

Effectively applies technical knowledge to solve a range of problems. Makes decisions regarding the efficient and cost-effective way to perform job responsibilities. Maintains work area in a clean, orderly fashion.

Ensures that all activities are carried out in a safe manner, adhering to all towns, state and federal safety regulations. Assists coworkers in the safe handling of equipment and in other duties as appropriate. Ensures that the town’s equipment is safely operated and all driving laws are obeyed. Ensures that all hazardous materials disposed of properly.

Provides quality customer service in a cheerful, positive manner with all constituents. Fosters teamwork with coworkers. Listens and responds constructively to other team members, expressing disagreement constructively (e.g., emphasizing points of agreement, suggesting alternatives that may be acceptable to the group.) Enlists the cooperation and participation of co-workers. Cross-trains in other areas of Public Works and other department, as appropriate.

Demonstrates ability to support organizational changes needed to improve the organization's effectiveness. Initiates and implements new methods, approaches or technologies. Works cooperatively with others to produce innovative solutions. Demonstrates openness to new organizational structures, procedures, and technology.

Qualification Requirements
High School Diploma or equivalent. Automotive Technical school and /or a minimum of three (3) years in electrical and mechanical repair. Must possess a valid CT Class B Commercial Drivers License with a good driving record. ASE automotive certifications preferred. Must possess the ability to cooperate with staff and the public and maintain a professional manner when dealing with the public. Must have the ability to operate various types of equipment -i.e., forklift, engines, lawn mowers, power and hand tools. Ability to communicate effectively with other members of the staff, supervisor, and the public in both written and verbal form. Ability to read town policies and procedures; written instructions, general correspondence; Technical repair and parts manuals, MSDS sheets, safety manuals; traffic signs and warning labels.

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Revised 11/2020
**Reasoning Ability:**
Ability to respond to complaints and grievances posed by the public and/or customers. Ability to define problems and deal with a variety of situations. Ability to think quickly, maintain self-control, and adapt to stressful situations. Ability to use good judgment and effectively solve problems.

**Physical Environment**
The duties of this job may include physical activities such as climbing, balancing, stooping, kneeling, crouching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing/listening, seeing/observing, bending/twisting, and performing repetitive motions. The duties of this job require lifting off heavy objects weighing approximately 50 lbs. Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus. The work environment may include some or all of the following: Inside and outside environment. Repetitive activities (performance of the same physically demanding activity). Dirty environment (situations in which workers or their clothing can become dirty, greasy, etc). Air contamination (dust, fumes, toxic odors, etc). May come in contact with hazardous materials.

**Union Affiliation:** Blue Collar; Maintainer V