



Town of Weare
Department of Public Works
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Board of Selectmen:
Frederick W. Hippler, Chairman
Benjamin D. Knapp, Vice-Chair
Sherry M. Burdick
Kevin J. Cahill
Salim R. Blume

POSITION: Head Mechanic

JOB SUMMARY

Responsible for performing repair and maintenance of town vehicles and equipment, including but not limited to preventative maintenance, servicing and repair of automobiles, pickup trucks, light and heavy-duty trucks, construction equipment, emergency response vehicles, solid waste disposal machinery and equipment, and small engine repairs. The Head Mechanic performs work independently, requiring considerable judgement and resourcefulness in planning work and in ordering parts, equipment, and supplies.

Performs manual labor tasks incidental to the performance of assigned class title, such as loading and unloading of materials. Performs other public works department duties which may be temporarily assigned but not necessarily limited to vacation and absence stand-in for other public works department personnel, building and grounds maintenance, transfer station maintenance, and support for road, bridge, and sidewalk construction, maintenance and repair to include winter storm operations.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Public Works.

SUPERVISION EXERCISED

May be assigned to oversee, direct, and/or provide training to other employees as assigned by the Director of Public Works.

EXAMPLES OF ESSENTIAL DUTIES

- Overhauls, adjusts, maintains, and repairs motor driven equipment such as automobiles, trucks, graders, tractors, sweepers, loaders, backhoes, excavators, snow and ice control equipment, air compressors, generators, chainsaws, mowers and other related mechanical equipment; installs or rebuilds special accessory equipment and attachments.

- Performs routine servicing and preventative maintenance of all public works equipment; assists other departments with fleet maintenance as assigned including changing oils and filters, refilling lubricants, mounting and rotating tires, engine tune-ups, light brackets, mirrors and other accessories, installs and replaces snow plowing equipment.
- Schedules repairs and preventative maintenance of equipment and vehicles based on usage time and mileage consistent with Public Works policies.
- Troubleshoots and repairs electrical malfunctions and replaces wiring and other parts as needed.
- Troubleshoots and repairs vehicle and equipment air conditioning / heating malfunctions and replaces parts and refrigerant as needed.
- Cleans and maintains interior/exterior garage and shop area
- Performs state motor vehicle inspections
- Researches, locates, and maintains inventory of specialized parts and accessories necessary to maintain town vehicles and assists with annual and other inventories; assists in the development of specifications, design, inspection and acceptance of new vehicles and equipment
- Welds, fabricates metals, and repairs buckets and other equipment and attachments.
- Operates various types of automotive, light, and heavy equipment as needed; assists in snow and ice control operations.
- Will be required to work mandatory overtime for snow and ice control operations and other emergencies.
- Performs daily vehicle/equipment safety inspections and records information in the corresponding vehicle/equipment log when using vehicles or equipment.
- Uses electronic devices daily including computers to complete assignments, receive and reply to emails, complete training, and communicate with other employees and supervisors.
- Participates in continuing education training to maintain certifications and update knowledge.
- Periodic contact with the general public treating them with courtesy and respect
- Performs all other related duties within DPW as requested by Director of Public Works

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of techniques and best management practices used in the repair, service, and maintenance of vehicles and equipment.
- Knowledge of the mechanical operation of hydraulic systems, of gasoline and diesel-powered vehicles and equipment, and other specialized highway equipment.
- Knowledge of occupational hazards and safety precautions that pertain to all phases of vehicle and equipment repair and maintenance
- Experience with the use of computers to complete work orders, and document repairs and service records of maintained municipal vehicles and equipment.
- Ability to skillfully use hand tools typically used in the automotive trades, make body repairs, and automotive painting.
- Ability to work alone or with minimal assistance.
- The ability to read and understand written instructions and technical manuals generally used in the execution of duties assigned; ability to read and interpret written instructions in the form of work orders, policies, rules, and regulations.
- The ability to write legibly and clearly in the completion of log sheets, forms, and other records.
- The ability to establish and maintain effective working relationships with other employees to include always treating other employees with respect; ability to understand and follow oral instructions; ability to communicate with the public effectively and professionally.
- Maintains a current list of all personally owned tools at town facility, if any, and provides supervisor with the most current list as it is updated.

LICENSURE AND CERTIFICATION REQUIREMENTS

- NH Commercial Motor Vehicle Class B Driver's License w/ Air Brake Endorsement
- NH Vehicle Inspection License Auto/Truck and Bus or ability to obtain
- Refrigerant Certification or ability to obtain
- Air Brake Training Certification or ability to obtain

MINIMUM QUALIFICATIONS REQUIRED

High School diploma or GED supplemented by training in automotive repair. Considerable experience in automotive maintenance and repair.

OR

Any combination of education, training, and experience which demonstrates the ability to do the job.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS

Must be able and willing to perform strenuous physical work under all weather conditions such as extreme heat and cold, high winds, rain, and snow. Regularly expected to stand; use hands to finger, handle or feel; reach with hands and arms; stoop; kneel; crouch; crawl. Mechanics may be required to exert significant physical effort such as lifting and carrying heavy equipment and materials. Works inside the shop and outside under varying weather conditions in dirty and often cramped, greasy places.

The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.