

POSITION DESCRIPTION

Highway Department Mechanic/Operator

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Appointed Position: 10

Estimated Hours: 40 hours per week

GENERAL PURPOSE

Performs a variety of skilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town road system. Perform troubleshooting and diagnose problems with a variety of equipment and make or arrange for repair as needed. Responsible for proper care and maintenance of town owned equipment.

SUPERVISION RECEIVED

Works under the supervision of the Highway Shop Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts routine preventive maintenance and repair work on Highway Equipment. Assures equipment readiness for inspection. Maintains equipment records.

Conducts in excavation work using both manual and/or mechanical means. Both independently and as crew member.

Responsible for the safe operation of trucks and equipment including driving, loading unloading and hauling of material. This may require driving with a trailer (if appropriately licensed).

Responsible for safe lifting and carrying of heavy material (sand, stone, tools, etc.). Drives trucks in the loading, hauling and unloading of various equipment, gravel and sand.

Conducts cold patching, black top work, laying pipe and other restructuring of roadways. Assists in the grading and maintenance of unpaved roads, both independently and as a crew member.

Repairs and installs signs.

Removes snow and ice. Plows snow and spreads salt and sand on roadways. May require independent judgment as to proper application technique. Mixes sand and salt. Operates loader in loading mixture on truck for distribution.

Performs miscellaneous planting, seeding and loaming; road sweeping and culvert cleaning; tree removal, brush cutting, chipping and removal, while maintaining personnel safety at all times.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment. Changes fluids and lubricates equipment. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use, to ensure readiness. Uses knowledge of equipment function to conduct skilled repairs within the department's means.

Performs general building maintenance activities including maintenance of highway garage, transfer station and highway properties including painting, metal welding, mechanical repairs and carpentry. Ensures a safe and orderly working area.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, waterway maintenance and culvert cleaning.

Maintains an awareness of the impact on town finances and the safety of residents as a result of personal error.

Maintains snow and ice removal from the Highway Department, Fire Department, and Transfer station walkways and emergency exits. May assist the custodian with snow and ice removal from the other town buildings when notified.

Grass cutting and trimming along Town roadways and on properties, including the Town Common, Center Park, Center Cemetery, North and South Cemetery, as needed.

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school education or GED equivalent, or any equivalent combination of education and experience demonstrating ability to perform the above duties.

Knowledge and experience with Highway vehicle maintenance. Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities; skill in operation of some of the listed tools and equipment. Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions; familiarity with Safety Data Sheets (SDS).

SPECIAL REQUIREMENTS

Valid Massachusetts C.D.L. Class "B" (minimum) driver's and 2b (minimum) hoisting licenses. Ability to be on call for emergencies 24 hours per day.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, dump truck, grader, backhoe, dozer, excavator, loader, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, tractor with york rake, street roller, wrenches, mobile radio, phone. May operate lawn mower, weed trimmer, chain saw, brush saw, jackhammer, welder, cutting torch.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop; kneel; crouch; or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high places and is occasionally exposed to fumes or airborne particles. The employee is required to use electrical equipment.

The noise level in the work environment is usually loud in buildings and moderate to loud in outdoor settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVED BY THE BOARD OF SELECTMEN ON April 24, 2018
AMENDED AND APPROVED BY THE SELECT BOARD ON June 21, 2022