

## **TOWN OF SPENCER PUBLIC WORKS MECHANIC**

### **GENERAL STATEMENT OF DUTIES:**

Under direction, repairs, services, and performs major and minor repairs to Town automobiles, trucks, emergency equipment, and other power driven equipment.

### **DISTINGUISHING FEATURE OF THE CLASS:**

An employee in this class provides preventative and routine maintenance and repair for all Town equipment and vehicles. Position works with other Town departments to ensure fleet is in good working order. In addition to vehicle and equipment repair and maintenance, this position assists with building maintenance and repair to Town facilities as needed and assists Public Works crews when needed for landscaping, tree removal, street sweeping, trash pick-up, etc. Work is performed under the general supervision of the Public Works Director and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

- Inspect automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair
- Perform general overhaul and repair work on gasoline, diesel and propane powered engines such as automobiles, trucks, tractors, police and fire vehicles and equipment, and other automotive and mechanical equipment at off-site locations and at the garage
- Inspect, adjust, and replace necessary units and related parts including valves, hoses, belts and alternators
- Repair cooling, fuel, electrical, and exhaust systems; tune engines using standard testing equipment
- Diagnose, repair, and maintain hydraulic systems
- Perform preventive maintenance work on vehicles, including lubrication and oil changes.
- Fabricate and weld to repair equipment as necessary
- Perform vehicle body work and collision repair
- Operate vehicles and equipment to aid in diagnostics; pick up and deliver vehicles and parts.
- Install emergency equipment for emergency vehicles; perform repair work on other Town equipment and systems as necessary
- Clean and maintain the garage area and equipment
- Inventory, order and control tools, supplies and materials for garage; research, compare, and locate parts, equipment, and vehicles
- Maintain records on all maintenance and repair work performed; track recalls, inspection dates, and warranties for all vehicles
- Assist citizens with inquiries/answers questions regarding Public Works services
- Perform related duties as required

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of methods, materials, equipment, and tools used in vehicle and equipment maintenance and repair.
- Knowledge of various mechanical systems of gasoline and diesel engines.
- Knowledge of various electrical systems of gasoline and diesel engines.
- Knowledge of standard practices, equipment and tools of the automotive and equipment mechanical trade.
- Knowledge of principles and practices of gasoline and diesel engine repair and maintenance.
- Knowledge of methods and techniques of welding and fabrication.
- Knowledge of operating and repair characteristics of hydraulic systems.
- Knowledge of principles and practices of fire truck pump and valve repair and maintenance.
- Knowledge of occupational hazards and standard safety procedures.
- Ability to perform a variety of duties in diagnosing, troubleshooting, and repairing vehicles, equipment and components.
- Ability to inspect automotive, emergency and public works equipment to locate mechanical defects, to diagnose mechanical, electrical and hydraulic problems and to determine corrective procedures.
- Ability to perform a variety of welding work.
- Ability to estimate time and materials needed for work.
- Ability to maintain a variety of shop and repair records and logs.
- Ability to use various hand and power driven shop tools.
- Ability to prepare and maintain clear and accurate reports.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships.

### **EDUCATION AND EXPERIENCE:**

Graduation from high school or GED equivalency and three (3) years responsible vehicle and equipment maintenance and repair experience or equivalent combination of education and experience.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Work is performed primarily in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends. Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information. Must be able to see in the normal visual range with or without correction and hear in the normal audio range with or without correction.

**SPECIAL REQUIREMENTS:**

- Valid North Carolina Driver's License
- Class B CDL

**DISCLAIMER**

*This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to modify the duties assigned to this classification.*