

**CITY OF BATH, MAINE
POSITION DESCRIPTION**

CLASS TITLE:	Mechanic	CODE NUMBER:	411
DEPARTMENT:	Public Works -Streets	GRADE NUMBER:	
UNION:	Local S89 DL 4 IAMAW AFL-CIO	STATUS:	Non-Exempt
DATE:	November 6, 2019		

GENERAL PURPOSE:

Performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the department.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Foreman and Deputy Director.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises maintenance performed by heavy equipment operators and truck drivers.

Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment used in the public works department including streets, sewers and landfill divisions, either personally, or through outside vendors. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools. Tests, services and repairs vehicles and mechanical equipment. Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work. Repairs or replaces mechanical systems.

Cuts and welds metal and performs body repair, touch up and related work. Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs. Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Provides emergency field assistance to disabled equipment as needed and appropriate. Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance. Assists in the preparation of bid specifications for vehicles and mechanical equipment. Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures. Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

Oversees maintenance performed by the public works department's heavy equipment operators and drivers.

Performs other related duties as assigned.

PERIPHERAL DUTIES:

May serve as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from high school diploma or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field.
- (B) Three (3) years of related experience, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- (B) Skill in operation of necessary tools and equipment.
- (C) Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

SPECIAL REQUIREMENTS:

Valid State Driver's License with CDL endorsement and a valid state Motor Vehicle Inspection license for Class A and D vehicles.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

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. The City of Bath is an equal employment opportunity employer.