

JOB DESCRIPTION

Town of Hopkinton

DPW EQUIPMENT MECHANIC

GENERAL SUMMARY:

Under the overall supervision of the Director of Public Works and the general supervision of the DPW Foreman, the Equipment Mechanic performs a wide variety of duties involved in the inspection, maintenance and repair of all Town-owned and operated equipment. The Equipment Mechanic's duties include performing physical labor and the skilled operation of a variety of self-propelled mobile and other light and heavy equipment used in the maintenance and repair of Town property.

ESSENTIAL FUNCTIONS:

1. Inspect, maintain and repair automobiles, trucks, tractors, snowplows, hydraulic equipment, road maintenance machinery and related mechanical equipment;
2. Inspect, adjust, repair, rebuild and replace, when necessary, transmission, diesel engines, main bearing assemblies, front and rear axles, differentials, air and hydraulic braking systems, magnetos, carburetors, starters, generators and distributor;
3. Perform such tasks as refacing, reseating and grinding valves, honing cylinders, replacing bushings, bearings and gaskets, timing motors, aligning front wheels, adjusting brakes, inspecting and repairing alternator systems;
4. Automotive body, radiator, electrical and battery work not requiring the work of a specialist;
5. Adjust and repair sanding equipment;
6. Perform simple welding tasks, adjust and repair truck body and lifts;
7. Repair tools and garage equipment;
8. Make urgent and emergency repairs on the road;
9. Plow and sand the Town's roadways, when called upon to do so;
10. Study the construction, operation and maintenance requirements of all newly-acquired trucks, equipment and passenger car models;

11. Test and troubleshoot hydraulic systems using meters and gate valves. Adjust and repair hydraulic hoses, test hydraulic pumps and motors;
12. Generate appropriate documentation for the initiation and tracking of work orders to completion, both in-house and the general marketplace;
13. Review invoice documents for work performed by private sector sources for appropriateness or work scope and accuracy;
14. In the event of diminished level of mechanic work, perform work on road with Maintenance Operators;
15. Occasionally operate equipment of a higher classification, if properly licensed; and
16. Perform other duties, as assigned.

JOB QUALIFICATIONS:

1. Must possess a high school diploma or have obtained a GED issued by a state Department of Education at the time of application;
2. Must possess the physical ability to walk, stand, bend, stoop, kneel, and stretch for long periods of time, and to exert pressure with arms and legs;
3. Must have a thorough knowledge of various tools, equipment and methods employed in diesel trucks and motorized equipment repair and adjustment;
4. Must be able to locate and correct mechanical defects in diesel trucks and motorized equipment;
5. Must be able to repair and rebuild motorized equipment without detailed instructions or close supervision;
6. Must be able to perform work during all types of weather conditions;
7. Must be able to perform heavy lifting as assignments require;
8. Must be able to work independently without continuous, close supervision;
9. Must be able to follow safety rules and work in a safe environment;
10. Must be able to work cooperatively with employees and the general public;
11. Must be able to pass a pre-employment physical examination, drug and alcohol screens, along with periodic drug and alcohol screens throughout the course of employment; and

12. Must be readily available during adverse weather conditions to sand and plow Town roadways, when called upon to do so.

WORKING CONDITIONS:

1. Work is primarily performed in the Public Works garage, but some repairs must be made on roadways during emergency situations; and
2. Work is performed during all types of weather conditions.

WAGES, HOURS AND BENEFITS:

1. Wages, hours and benefits are enumerated in the collective bargaining agreement between the Town of Hopkinton and the Rhode Island Council 94, AFSCME, AFL-CIO, Local 3163.
2. This is a full-time position.

June, 2013