



## TOWN OF MOULTONBOROUGH

### HIGHWAY MECHANIC

**Highway Department Mechanic:** Full Time position. General summary: Performs specialized repair and maintenance of motor equipment, state inspections, troubleshooting, adjustments, replacements of parts, and repairs all types of motorized equipment for all departments. Performs all other related work as required. Job description is available on line at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (click on button labeled Paid, Volunteer and Contract Opportunities), and at Town Hall. Position Requirements: NH CDL B License and higher CDL may be required, NH DOT Medical Card, high school graduate or GED, Certified and Master Mechanic for all types of equipment (including diesel & heavy equipment), Certified State of NH Vehicle Inspector, five years' experience in automotive mechanical repair work; or an equivalent combination of education and experience.

Submit letter of interest, resume, and standard Town employment application, at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (click on button labeled Paid, Volunteer & Contract Opportunities), or at Town Hall, to Walter Johnson, Town Administrator, 6 Holland St., PO Box 139, Moultonborough, NH 03254. Position open until filled.

## Town of Moultonborough, NH

**POSITION:** Mechanic  
**FLSA STATUS:** Non Exempt

**DEPARTMENT:** Public Works  
**REPORTS TO:** Highway Agent/Director

### **GENERAL SUMMARY**

Performs specialized repair and maintenance of motor equipment. Performs the inspection, troubleshooting, adjustment, replacement of parts, and repair of all types of motor equipment for all departments. Performs all other related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(The essential functions or duties listed below 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.)*

- Inspects, diagnoses and performs specialized mechanical repairs of vehicles, equipment and apparatus for various departments and agencies; maintains and services a variety of gasoline and diesel powered vehicles and equipment including disassembly, replacing faulty parts, engine overhauls, front-end repairs, replacing clutches and transmissions.
- Inspects town vehicles and equipment to insure compliance with NH laws.
- Performs preventative maintenance and tune-ups to vehicles and equipment; performs tire repairs and road service repairs; checks and replaces fluids and lubricates vehicles and equipment on scheduled basis and as needed.
- Diagnoses, adjusts and repairs hydraulic systems, electrical, engine and transmission components, and other mechanical assemblies of vehicles and equipment; including related attachments, relays, lights, switches, etc.; repairs, adjusts and replaces brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors. Performs auto body and related welding and fabrication.
- Monitors trends, developments and innovations in equipment design, repair and use, and makes recommendations to the appropriate authorities.
- Establishes and maintains inventory of parts and equipment.
- Has full responsibility for and supervision of the physical area of the garage as well as the stockroom, ordering parts, etc.
- Inspects and tests equipment repairs to monitor proper functioning; compares repairs and service completed with documented work request information to ensure complete, responsive service, and documents repairs made.
- Prepares snow removal equipment for use; repairs equipment as required; participates in snow and ice removal and treatment operations, some of which occur after normal work hours; participates in other inclement weather operations and services to provide equipment maintenance and repair services to crews.
- Works within a budget, design and advises for current and future needs. Prepares bid specifications and orders the vehicles or equipment. Preps vehicles for release/auction.
- Repairs or oversees repairs to building, compressor, waste oil, generator, recycle and trash compactors.
- Orders and receives parts, inventory control; and maintains parts inventory.

- Oversees billing of town departments for fuel and vehicle/equipment.
- Keeps records of maintenance and repairs, including detailed cost information.
- Operates assigned equipment in a safe and efficient manner, according to established policies and procedures.
- Operates trucks and equipment for winter snow removal and other seasonal clean-up operations as required, and will be available for emergencies as necessary.
- Performs similar or related work as required, directed or as situation dictates.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

High school diploma or equivalent

NH Certified Driver's License

Certified and Master Mechanic for all types of equipment (including diesel and heavy equipment)

Certified State of NH Vehicle Inspector

Five years' experience in automotive mechanical repair work; or an equivalent combination of education and experience.

### **KNOWLEDGE, ABILITY AND SKILL**

- Thorough knowledge of the occupational hazards and safety precautions that pertain to all phases of vehicle and equipment repair and maintenance; standard methods and practices for diagnosing, maintaining and repairing equipment and vehicles.
- Thorough knowledge of systems and components of equipment and vehicles including engine systems, electrical functions, cooling systems, fuel delivery systems, etc.
- Knowledge of methods and techniques for welding and fabrication.
- Working knowledge of pertinent Federal, State and local laws, codes and regulations.
- Ability to perform mechanical repairs and maintenance work to maintain equipment in good working order.
- Demonstrated ability to operate gas and electric welders.
- Ability of independent judgment, initiative and decision-making.
- Ability to successfully carry out detailed oral and written instructions.
- Ability to communicate in a clear and concise manner.
- Ability to function/operate all equipment and vehicles when necessary.
- Ability to establish and maintain effective working relationships with other Town departments and coworkers.
- Skill in the use of parts, fluids and tools used in mechanical repair and servicing of vehicles and equipment.
- Skill in the use of necessary computer applications.

### **PHYSICAL REQUIREMENTS**

*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.*

Constant moderate to strenuous physical effort is required to perform the duties of this job. Regularly required to walk, stand, sit, talk, see and hear; operate objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms; and feel vibration. Must have good stamina and not tire easily. Must be capable of prolonged, repetitive bending at the waist. May move objects weighing up to 100 pounds. Must be able to communicate. Vision and hearing at or correctable to normal ranges, and ability to distinguish colors.

**SUPERVISION**

Performs varied duties of a routine to complex nature following acceptable standards of quality and performance, requiring a moderate measure of responsibility and judgment in determining methods of completion and carrying out assignments independently. Work is performed under the supervision of the Director of Public Works.

**WORK ENVIRONMENT**

- Work is performed under various conditions, and other circumstances deemed an emergency. Employee may be exposed to toxic or caustic chemicals; fumes or airborne particles. At times employee may be required to work outdoors exposing him/her to outdoor weather conditions. Employee may be required to work outside of normal work hours to participate in snow and ice removal and treatment operations and to provide equipment maintenance and repair services to crews.
- Operates vehicles, heavy and light trucks, heavy equipment, power tools and hand tools; computer and standard office equipment.
- Employee has frequent contact with other Town departments, and vendors. Contacts are in person and by telephone or email and involve an information exchange dialogue.
- Errors could result in injuries to self or other employees, damage to the building and equipment, reduction in the level of service and financial and/or legal repercussions.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**This 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.**