

## Town of Boxborough, MA

**POSITION:** Fleet Maintenance Mechanic

**DEPARTMENT:** Public Works

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** DPW Director

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### **GENERAL SUMMARY:**

This position performs routine maintenance and major and minor mechanical repairs on a wide variety of gas and diesel, Town-owned equipment including but not limited to motor vehicles, construction equipment, emergency vehicles, power equipment, and other machinery in Town service.

### **SUPERVISION SCOPE**

The position is not required to provide job instructions to others or control projects.

### **SUPERVISION RECEIVED**

Works under the direction of the DPW Director but is allowed some latitude in carrying out the required maintenance functions.

### **SUPERVISION EXERCISED**

Does not supervise others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Inspects and replenishes transmission, steering, and coolant fluids.
- Inspects batteries and cables and replaces them as necessary.
- Changes oil and filters as required.
- Greases and lubricates vehicles as needed.
- Inspects brakes and makes repairs as required.
- Inspects tires for tread depth, inflation rate (adjusts air pressure as required), and replaces as necessary.
- Checks tension on all belts and replaces them as needed
- Checks condition of all hoses and replaces as necessary.
- Inspects all interior and exterior lights and replaces bulbs as necessary.
- Checks other components in the engine compartment and undercarriage.
- Reports potential problems to the DPW Director so that preparation for proper repairs may be made.
- Maintains records of all service work completed and parts used.
- Adjusts and replaces necessary parts including valves, hoses, belts and alternators.
- Repairs cooling, fuel, electrical, and exhaust systems.
- Performs diagnosis, maintenance, and repair of hydraulic systems.
- Fabricates and welds to repair and/or modify equipment as necessary.
- Operates various tools including, but not limited to welders, cutting torches, drills, band saws, hydraulic jacks, and grinders.
- Tests and inspects completed work to assure proper performance and timely completion.

- Maintains a list of parts suppliers.
- Purchases parts and supplies according to the Town procurement procedures.
- Maintains records on all maintenance and repair work performed on vehicles and equipment.
- Keeps an inventory for ordering and controlling of garage tools, supplies, and materials; performing associated research and comparisons for selecting and locating parts.
- Cleans and maintains the garage area and equipment.

### **OTHER DUTIES AND RESPONSIBILITIES**

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.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

High school diploma or GED equivalent and a minimum of five years of experience in vehicle and heavy equipment repair and maintenance. Experience with municipal and winter operations desirable. Any equivalent combination of education and experience is acceptable.

### **REQUIRED LICENSING AND CERTIFICATION**

Must possess a valid Massachusetts Driver's License Class B (CDL) with airbrake endorsement. Possession of a valid Massachusetts Hydraulic (hoisting) license or the ability to obtain the license within six months of employment. Manufacturer's Dealership Training certificate in an Automotive Mechanic Specialty area(s).

### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge:* Requires reasonable knowledge of work methods, practices and procedures involved in a variety of public works construction, maintenance and repair activities. Must understand how to select, buy, and stock parts. Must be familiar with all safety regulations necessary to maintain safe working conditions in the garage and on the road. Should (or must?) be knowledgeable about proper lifting techniques. Requires working knowledge of highway equipment operation and mechanics. Requires knowledge of hazards and precautions, traffic and safety rules, and accident prevention practices.

*Ability:* Able to perform heavy manual labor, follow oral and written instruction. Able to assess, repair and maintain all Town vehicles and heavy equipment. Able to operate vehicles and equipment used in the operation of snow removal and ice control. Able to plan and control flow of work. Able to work with a high degree of independence.

*Skills:* Skilled in operating hand tools, power tools, and light and heavy equipment. Skilled in safely operating motorized vehicles and equipment in a variety of weather conditions. Skilled in making repairs and adjustments to related equipment. Works effectively with other employees and the general public.

### **TOOLS AND EQUIPMENT USED**

Automotive equipment and tools, 6-wheel trucks, one-ton trucks, and pickup trucks.

## **PHYSICAL REQUIREMENTS**

Work requires significant physical effort. Work frequently requires talking, listening, standing, walking, bending/stooping and driving for extended periods. Frequently required to lift and/or move up to 100 pounds with the use of dollies and pallet jacks. The work requires regular and sustained periods of strenuous physical exertion both in the garage and on the road, requiring the ability to lift, carry, and position heavy objects by utilizing proper body mechanics and techniques. While performing the duties of this job, the employee is required to, handle, or feel objects, tools, or controls. Work requires reaching with hands and arms, carrying/lifting (normally up to 100 pounds) and pushing/pulling.

The employee must have good vision to read general documentation and instruments for analytical purposes and be able to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation and repair of equipment.

Requires access to other Town departments.

Essential position functions require ability to review documents for general understanding and analytical purposes and operate vehicles and motorized equipment.

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

## **WORK ENVIRONMENT**

Work is performed predominately outside, where there is exposure to weather extremes, and noise, and often requires working around equipment with moving mechanical parts.

May be required to respond to or be on-call for emergency situations outside of normal working hours.

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 of the position, unless such accommodations would pose an undue hardship on the Town.

**This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Recommended: May 18, 2021**

**Revised: October 7, 2024**

**Approved (Name): Personnel Board**

**Approved (Date): October 8, 2024**