

POSITION DESCRIPTION
Mechanic/Public Works Employee

DESIRED MINIMUM QUALIFICATIONS

- High school diploma or equivalent. Advanced training or post-secondary education or training in a related field.
- Five years' experience in a similar environment in the maintenance, repair and operation of heavy and lighter trucks and other motorized equipment.
- State of Maine Class A or B Commercial Driver's License (CDL) with an acceptable driving record and be insurable under the town's insurance policy.
- State of Maine Commercial Inspection License (Class A, D, E & T).
- ASE and EVT certification preferred.
- Ability to perform manual labor for extended periods of time under adverse climatic conditions.
- Ability to carry out general instructions independently and follow more detailed instructions with guidance.

TOOLS AND EQUIPMENT USED

Power and hand tools and equipment for carpentry, painting, plumbing, electrical, and cement finishing work; mechanic's tools including, but not limited to, jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; motor vehicles including trucks and commercial vehicles; lawn and landscaping equipment; janitorial tools; personal computer; telephone, cell phone, mobile or portable radio, pager, fax, copy machines.

Dump truck, pickup truck, backhoe, loader, grader, lawn mower, york rake, welding equipment, chain saw, rake, hoe, shovel, automotive and other small tools, and other related maintenance equipment and tools. Must be knowledgeable in the use of personal computers and Microsoft Office products.

PHYSICAL DEMANDS

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.

Employees in this class must possess physical strength, agility, and endurance sufficient to perform required work. While performing the duties of this job, the employee is constantly required to walk, sit, talk, bend, see, and/or hear. The employee is constantly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms, legs and feet. The employee is frequently required to stand, twist, reach, squat, crouch, kneel, and smell and occasionally required to climb stairs or ladders, balance, stoop, and/or crawl.

The employee may frequently lift and/or move up to 50 pounds and frequently lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORK ENVIRONMENT

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.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment may be moderate to high while operating equipment or in the field.

Employee in this class will be available for storm related incidents 24-hours per day, 7-days per week from November 1 to April 15.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, pre-employment physical examination, and pre-employment drug and alcohol test.

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.

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Signed and approved by the Board of Selectmen on _____.

Linda D. Chase, Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan

Karen L. Gilles, Vice-Chairman