

# TOWN OF GILL

M A S S A C H U S E T T S



## **Mechanic/Operator, Highway Department (Full-time, Hourly, Non-Exempt)**

**Statement of Duties:** This position is responsible for performing specialized work in mechanics and welding associated with the repair and maintenance of town vehicles and equipment. The position is also responsible for performing skilled manual work and operating equipment to support the construction and maintenance of town roads, infrastructure, and buildings. The work includes plowing and snow and ice removal, sewer work, tree work, roadside mowing, and all other related work as required.

**Supervision Received:** Works under direct supervision of Highway Superintendent or Foreman receiving assignments daily, and following departmental rules, regulations and policies. Performs operations to complete assigned tasks according to a prescribed time schedule, and refers unusual problems to supervisor. Uses initiative in carrying out recurring assignments independently with specific instruction. Work is generally reviewed for adequacy, accuracy, completeness, and timeliness.

**Supervisory Responsibility:** Employee is not responsible for the regular supervision of employees. Occasionally required to direct contractors (line painting or catch basin cleaning, for example) with respect to location or sequence of work.

**Confidentiality:** The Mechanic/Operator has no access to confidential information.

**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 of the position. This list is not in any specific order of importance.*

- Repair and maintain town tools, equipment, and vehicles. Inform Superintendent of major repairs needed.
- Maintain a preventative maintenance system and keep records of all maintenance, repairs, and inspections of town vehicles and equipment.
- Order parts in consultation with Superintendent. Recommend improvements to tools, equipment, or garage as necessary.
- Make recommendations to Superintendent for long range equipment replacement needs and specifications for new purchases.
- Maintain roadways by sweeping roads, mowing roadsides, and cutting and chipping roadside brush, limbs, and trees. Haul and spread construction materials (gravel, stone, blacktop, etc.), apply blacktop to roads; patch pot holes with cold patch or hot tar. May direct traffic during construction work.
- Lay drains; clean and build catch basins; raise catch basins; install culverts.
- Sand and plow roads during winter weather and snow emergencies and respond to emergencies as required.
- Perform preventive maintenance on equipment, grease, change oil, and clean equipment; change tires; change plow blades; perform minor maintenance.
- Perform basic building maintenance, repair and upkeep, including painting, plumbing, carpentry and masonry, to town-owned buildings.
- Drive and operate equipment and vehicles, including dump trucks equipped with snow plows and sanders, loader, mower tractors, and backhoe.
- Lift bricks, cinder blocks, catch basin covers, guardrails, branches, heavy supplies, plow blades, road kill, etc.
- Monitor Riverside sewer pump station; maintain and clean sewer valves and wet well.
- Maintain cemetery grounds by mowing grass, raking, and repairing stones.

- Provide emergency response and assistance based on abilities in the event of an urgent situation under direction of senior officer in charge.
- Assist other Highway Department employees as required.
- Regular attendance and punctuality at the workplace is required.
- Must be enrolled in the Town's Drug and Alcohol testing program required by the Department of Transportation.
- Performs similar or related work as required, or as situation dictates.

**Accountability:** Consequences of errors, missed deadlines or poor judgement could result in excessive costs, personal injury, injury to others, damage to equipment or property, danger to public safety, delay of service delivery, or legal repercussions.

**Productive Work Environment:** The employee is required to work in manner that is positive, productive, respectful, and encourages teamwork at all times.

**General Responsibilities:**

- Respond as required or directed to tree, weather related, or other emergencies during the work-day and during evening, night, weekend, or other non-scheduled hours, including call backs to work during non-scheduled hours
- Maintain required personal licenses, certifications, physicals, etc.
- Follow departmental policies and procedures
- Participate in department training program including safety methods, environmental compliance and on-the-job trainings
- Represent the town in a professional manner at all times on and off the job
- Ensure all work assignments are completed in a prompt, efficient, and safe manner
- Report all accidents, to person(s) and/or property, as well as safety concerns to Highway Superintendent within 2 hours of the incident for non-emergencies. Immediately report all emergency incidents.
- Maintain good working relationships with coworkers, town officials, and the general public

**Occupational Risks:**

- Travel, particularly during adverse weather conditions during day, evenings or nights and troublesome road conditions is required
- Involves risks or discomforts, e.g. working around moving parts and equipment, or welding and cutting metal, which require safety precautions and/or the use of protective safety equipment
- May be exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury.
- May be exposed to hazardous materials
- Requires working in an outside environment, with exposure to varied and extreme weather conditions

**Nature and Purpose of Public Contacts:** The employee has occasional contact with the general public, other town departments, and personnel from various vendors and contractors.

**Education & Experience:**

- High School Diploma or equivalent
- 2 years of experience performing all but the most specialized repairs on heavy motor equipment and vehicles, especially diesel engines.
- 2 years of experience driving and operating heavy motor equipment and snow plowing, or any equivalent combination of education and experience
- Valid Massachusetts Commercial Driver's License (CDL) Class B
- Valid Hoisting License with 1C (telescoping boom), 2B or 2C (backhoe & front end loader), and 4G (side boom mower) endorsements (must obtain within six months of hire)
- Employee will need to complete online Conflict of Interest Law training provided by the Massachusetts State Ethics Commission
- Employee will attend job-related training as required

## **Knowledge, Abilities, and Skills:**

### **Knowledge:**

- Thorough knowledge of procedures and techniques used in the repair and maintenance of large and small engines and heavy motor equipment
- Knowledge of hydraulics
- Thorough knowledge and experience as heavy equipment operator, mechanic or construction craftsman.
- Working knowledge of the practices, techniques, tools, equipment, materials and safety precautions of highway/bridge construction, snow removal, equipment maintenance and repair

### **Abilities and Skills:**

- Skill in engine and mechanical repairs, and diagnosing and repairing malfunctions
- Safe and effective operation of welding, cutting torches, and other metalworking techniques common to the repair and maintenance of heavy motor equipment and vehicles
- Safe and proficient operation and maintenance of special, heavy, and other motor equipment, power tools, pneumatic tools, and hand tools
- Follow detailed oral and written instructions given by supervisor
- Follow proper methods, procedures, and safety precautions
- Interact and communicate verbally in an effective and respectful manner with fellow employees, supervisors, contractors, and the general public

## **Physical and Mental 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 to perform the position's essential functions.*

**Physical Skills:** Moderate to strenuous physical effort is required to perform most duties including garage and outside work, with exposure to varied and extreme weather conditions. The employee is routinely required to operate equipment, walk, reach, stand, sit, stoop, balance, and climb. The employee is frequently required to lift, push, pull, and/or move objects weighing up to 100 pounds plus. The employee is occasionally required to work in confined spaces. Stamina is required as the work will usually require extended physical effort over a significant portion of the work day.

**Motor Skills:** Duties involve hand and eye coordination with finger dexterity and motor coordination such as the operation of vehicle/equipment controls, use of tools to make repairs, and operation of a computer. There is frequent movement in and out of department equipment and/or vehicles. Traverse uneven terrain and use steps, stairs, and ladders to access all levels of a construction site, building, or structure.

**Vision and Hearing Skills:** The employee is required to read printed and electronic documents for understanding and analytical purposes. Vision requirements include the ability to operate motor vehicles and other equipment at all hours of the day and under adverse weather conditions. The employee must be able to determine color differences related to safe operation of vehicles and equipment. The employee is required to communicate verbally in varied work environments, and make and receive telephone calls.

*This job description does not constitute an employment agreement between the employer and employee, and the employer may exercise its employment-at-will rights at any time. This job description is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved by the Selectboard on \_\_\_\_\_