



Legislation Text

File #: 22-678, **Version:** 1

JOB DESCRIPTION

Motion/Request:

MOTION to approve a proposed updated Mechanic job description as contained in the draft dated September 26, 2022.

Background:

To update the job description with current requirements. No impact on salary.

Attached for reference is the 1989 job description along with the new draft.

Proposed Job Description

TOWN OF LEDYARD **MECHANIC**

NATURE OF WORK:

Performs skilled and semi-skilled mechanical work in the repair, overhaul, and maintenance of automobiles, trucks, light and heavy equipment, and other motor driven and mechanical equipment. Performs other related work as required.

SUPERVISION RECEIVED:

Works under the direction and supervision of the Maintenance Foreman.

SUPERVISION EXERCISED:

May supervise personnel in the garage as assigned by the Highway Superintendent and/or Director of Public Works.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Performs minor and major repairs to Town equipment and on vehicles.

Performs routine vehicle maintenance work, including preventive maintenance, tune-ups, lubrications, oil changes, tire changing and balancing.

Performs engine and transmission overhauls, electrical system repairs and rewiring, brake system repairs, clutch repairs and replacements, and similar mechanical work.

Uses hand and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment. Grinds, files, and sands repaired surfaces using power and hand tools.

Operates vehicles and equipment, discusses performance with operator. Uses lift or jack to analyze, test, inspect, and diagnosis needed repairs.

Repairs and maintains power mowers, snow blowers, and other mechanical equipment.

Helps install a variety of attachments to vehicles and equipment.

Makes roadside repairs as needed.

Follows standard safety procedures and regulations as required

Assists with materials, parts, and supplies ordering as needed.

Assists in maintaining accurate service records for Town vehicles.

Operates snowplows, operates chain saws and other small power equipment, as needed to support Department operations.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Regular attendance is a requirement of this position.

*******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.*******

QUALIFICATIONS PROFILE:

Minimum of three (3) years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment, OR IN LIEU THEREOF, an equivalent combination of experience and training totaling three (3) years.

Knowledge of the equipment, materials, methods, and techniques used in a municipal fleet maintenance service operations.

Knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operations.

Ability to perform all duties and responsibilities and operate all equipment in lower classification.

Ability to read and write English and to comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

Ability to follow both written and oral instructions and to organize and express thoughts and ideas, both orally and through written communication.

Ability to carry out assigned projects to their completion.

Ability to work independently in a responsible manner utilizing independent judgment.

Substantial understanding of the mechanical operations of Town vehicles and equipment.

Ability to use “tools of the trade,” including but not limited to welders, lathe, drill press, grinder, and general machine shop equipment.

ADDITIONAL REQUIREMENTS:

Physical and psychological examinations, as may be required during employment. Drug and alcohol screening will be required.

Criminal background and driving record checks are required prior to employment.

Means of transportation and communications.

PHYSICAL DEMANDS:

Considerable physical strength and stamina.

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.

While performing the duties of this job, the employee is constantly required to: talk; hear; speak; stand; walk, bend; twist; balance, stoop or crouch; sit; climb stairs to various levels; use hands, fingers wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. The employee must regularly lift and/or move up to 25 pounds and may be required to occasionally lift and/or move up to 100 pounds. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability.

While performing the duties of this job, the employee works in outside weather conditions as well as various inside environments. The employee frequently works near moving mechanical parts; in precarious places; and is exposed to wet and/or humid conditions, fumes, extreme cold, and extreme heat.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

*******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.*******

LICENSE OR CERTIFICATE:

Must possess and maintain valid Class A Connecticut Commercial Driver's License.

The following is required:

- Air brake certification

The following are preferred:

- Welding training/certification
- Diesel engine repair training/certification
- Hydraulic repair training/certification

The following are desirable:

- Trade school diploma in automotive repair

- ASE or equivalent from dealer or factory

Adopted by Ledyard Town Council _____

Kevin Dombrowski, Chair

Human Resources Comment/Recommendation:
(type text here)

Financial Information:
(type text here)

Mayor Comment/Recommendation:
(type text here)

Meeting Action Detail:

Town Council Meeting 12/14/2022

File #: [22678](#) Version: 1

Type: Job Description

Title: MOTION to approve a proposed updated Maintenance Foreman job description as contained in the draft dated July 7, 2022.

Mover: Ingalls **Seconder:** McGrattan

Action: Approved and so Declared

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated the Mechanic job description was updated to reflect the current duties of the position.

8 - 0 Approved and so declared

Action: Approved and so Declared

Administration Committee Meeting 11/09//2022

File #: [22678](#) Version: 1

Type: Job Description

Title: MOTION recommend the Town Council to approve a proposed updated Maintenance Foreman job

description as contained in the draft dated July 7, 2022.

Mover: McGrattan

Seconder: Irwin

Action: Recommend to Approve

Minute Note:

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor McGrattan questioned whether the Maintenance Forman only supervised the Mechanic or whether they also did mechanic work.

Administrator of Human Resources Don Steinhoff explained the Maintenance Forman position was the head mechanic and that they also worked as a mechanic; however, he noted that the title of the position was "Maintenance Forman". He stated in addition to mechanic work that the Maintenance Forman would also handle some administration work related to sending a vehicle or piece of equipment out to a vendor for repair work, when required.

Mr. Steinhoff stated he would be coming back to the Administration Committee in December to present more job descriptions.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve