

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: DPW Maintenance Mechanic/Welder

Department: Department of Public Works

Appointing Authority: DPW Director

Affiliation: Teamsters

Grade: D-8

Personnel Board Approved: 7/20/09

Summary of Duties

Performs routine skilled mechanical/electrical maintenance and repairs on motor vehicles, heavy equipment and light equipment in accordance with predetermined schedules and programs; makes necessary repairs on vehicles and equipment.

Supervision Received

Works under the general supervision of the Lead Mechanic/Welder.

Supervision Exercised

Assists in training DPW employees in the proper and safe operation of vehicles, equipment and tools.

Job Environment

Work is performed under shop, garage and yard conditions, as well as on-site locations; some exposure to variable occupational risks from toxic or caustic chemicals, fumes, gasses, or airborne particles, and moving mechanical parts.

May be required to work outdoors in a variety of weather conditions.

Has frequent contact with other employees, consultants, suppliers, vendors, and commercial repair organizations.

Errors could result in a danger to health and safety, loss of Town assets, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

Essential Functions

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.

Maintains DPW and non-DPW motor vehicles and heavy equipment to include both gasoline and diesel engines; performs a variety of scheduled maintenance; diagnosis basic and complex problems; conducts basic and complex repairs to motor vehicles and heavy equipment.

Maintains DPW and non-DPW light equipment and hand tools; performs and completes repairs as needed.

Logs and maintains detailed maintenance and repair records for all work performed.

Accounts for all replacement parts; may maintain parts inventory and stock as directed.

Trains regular and seasonal employees in the proper and safe operation and use of trucks, light and heavy equipment and all tools.

Performs preventative maintenance in accord with defined schedules; makes repairs as required.

Welds, brazes, paints and performs related functions as required.

Maintains and repairs outdoor irrigation systems for Town and School properties.

Fabricates, designs, builds and installs supplementary gear for equipment.

Conducts training sessions for department employees on the proper and safe use of vehicles and equipment.

Informs the Lead Mechanic/Welder or Crew Leader of damage to vehicles and equipment.

Is expected to make every effort to work overtime during water emergencies, storm and adverse weather conditions.

Performs similar or related work as directed.

Recommended Minimum Qualifications

Education:

High School or technical school graduate.

Experience:

Minimum of five years of experience in operation, maintenance and repair of motor vehicles, heavy equipment and light equipment; two years of hydraulic training.

Substitutions:

None.

Licenses/Certificates:

Class B Commercial driver's license, Class A preferred.

2B hoisting license, 2A preferred.

Certification in welding and training in automotive body repair.

Knowledge, Abilities and Skills:

Thorough knowledge of irrigation methods used in maintaining landscaped areas and athletic fields.

Knowledge of the principles of mechanical, hydraulic and electrical systems on motor vehicles, light equipment and heavy equipment.

Knowledge of maintenance and repair of motor vehicles, light equipment and heavy equipment.

Knowledge of the materials and techniques required for the maintenance and repair of small, medium and heavy equipment and vehicles.

Knowledge of parts and tools used in maintenance and repair of motor vehicles, light equipment and heavy equipment.

Thorough knowledge of vehicle and equipment maintenance and practices.

Working knowledge of principles of plumbing, electrical, carpentry, mechanical maintenance, building maintenance and grounds

Knowledge of hazard and safety precautions pertaining to departmental operations.

Thorough knowledge of hand tools, power tools and park maintenance equipment.

Knowledge of general methods, techniques and principals used in constructing and maintaining DPW assets.

Knowledge of hazard and safety precautions pertaining to departmental operations.

Ability to interpret work orders.

Ability to read, interpret and apply data, drawings and instructions for assigned work.

Ability to read, understand and implement applicable department regulations, policies and procedures.

Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendors and the general public.

Ability to learn and use electronic diagnostic equipment and methods.

Ability to read and interpret blueprints and technical manuals.

Ability to perform strenuous physical duties under adverse conditions.

Ability to follow oral and written instructions.

Ability to operate a computer for the purpose of data input, retrieval and record keeping.

Ability to follow safe work practices.

Ability to design, fabricate and weld metal work.

Strong diagnostic, maintenance and repair skills.

Good communication, organizational and planning skills.

Strong record keeping skills.

Physical Requirements

Frequent moderate to strenuous physical effort required to perform duties under variable shop conditions, with some exposure to occupational risks including toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, and heavy equipment operations. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate

objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

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.