

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: DPW Mechanic/Welder/Transfer Station

Department: Department of Public Works

Appointing Authority: DPW Director

Affiliation: Teamsters

Grade: D-7

Personnel Board Approved: 7/20/09, revised 10/12/22

Summary of Duties

Assigned to work at both the Transfer Station and Fleet Maintenance Division as part of a Tuesday-Saturday Shift.

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 Transfer Station equipment. Provide customer service interaction with patrons of Transfer Station.

Supervision Received

Works under the supervision of the Lead Mechanic/Welder.

Supervision Exercised

None

Job Environment

Work is generally performed under shop, garage, yard and Transfer Station conditions, with 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.

Work hours are consistent with Transfer Station operating hours along with hours within the Fleet Maintenance Division as part of a Tuesday-Saturday Shift.

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

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 Town and School 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.

Performs body work and repairs to DPW and non-DPW Town and School motor vehicles, buses and heavy equipment to include various welding techniques, brazing, painting, and repair of all equipment, such as pavers, spreaders, trailers, ancillary DPW and non-DPW building equipment, etc.; assists in designing, fabricating and installing metal work with or without blueprints as required.

Maintains DPW and non-DPW Town and School 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.

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

Coordinates the placement and safety of town organizations that conduct charitable fundraising activities at the Transfer Station.

Works with the Sharps Collection and Disposal Program along with the Board of Health, Public Safety Departments and Transfer Station customers.

Receives cash, credit card and other electronic payment for Transfer Station Services. Tracks and reports receivables and coordinates with DPW staff for processing purposes

Provide customer service interaction with patrons of Transfer Station.

Oversees and coordinates the work of contracted services related to Transfer Station operations.

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

Performs similar or related work as directed, required or as situation dictates.

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 with Tanker Endorsement; Class A preferred.

2A/1C/4G Hoisting License

Certification in welding and training in automotive & equipment repair.

Knowledge, Abilities and Skills:

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.

Through 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 learn irrigation methods used in maintaining landscaped areas and athletic fields.

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 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.