



## **MASTER MECHANIC**

### **JOB DESCRIPTION**

#### **Definition**

Routine but responsible manual and supervisory work in planning, organizing, and directing the overall work of mechanics and helpers in repairing, modifying, and maintaining internal combustion engines, vehicles and related mechanisms; related work as required.

#### **Distinguishing Characteristics**

Work under general supervision following departmental rules, regulations and policies, requiring the ability to plan and perform operations, to complete assigned tasks or tasks according to prescribed time schedule.

Perform assignments of a diverse nature, requiring the application of the broader aspects of established practices and procedures to problems and situations not falling clearly or concisely within the limitations of accepted standards or precedents.

Errors could result in waste of materials, excessive labor costs, damage to equipment or structures, or injury to the general public or maintenance workers.

Work occasionally involves contacts with others beyond immediate associates, but which are generally of a routine nature for purposes of giving or obtaining factual information.

Work involves directly supervising two to three employees, requiring advisory responsibility for instructing subordinates and assuring that they perform as instructed.

Checking and reviewing procedures assures ultimate detection of errors of omission or commission. Probable consequences would include losses through damage to facilities, equipment, or loss of materials.

Work is performed under shop conditions or similar environment and in the field with intermittent exposure to adverse weather conditions and the periodic exposure to accidental injury sufficiently serious to result in occupational disability.

Work requires heavy physical effort and intermittent strenuous positions which result in frequent strain and which periodically must be performed under adverse weather conditions in the field.

## **Examples of Work**

Review automotive equipment maintenance requirements with the Director of Operation and develop schedules for mechanics in accordance with the priority of various projects and the availability of materials, equipment and manpower.

Initiate requests for equipment, tools, parts and materials as required for equipment maintenance. Locate and procure specialized parts for equipment, and maintain effective control and accountability for all such items under his jurisdiction.

Schedule and assign mechanics to daily projects to achieve overall schedules and to assure that equipment is available for use by all divisions of the Public Works Department.

Instruct, train, and develop specialized skills in mechanics and helpers, and demonstrate and participate in complex mechanic's functions such as rebuilding diesel engines or welding difficult materials.

Diagnose the cause of faulty mechanical performance and estimate the extent of needed repairs on gasoline, diesel and similar powered equipment such as passenger vehicles and trucks used by the Town.

Repair and maintain radiators, cooling systems, and engines including valves, bearings, shafts, rings, oil pumps, fuel pumps, carburetors, and timing mechanisms on gasoline and diesel powered equipment.

Repair and service conventional transmissions and making minor adjustments to automatic transmissions; repair and service clutch assemblies and differential on automobiles and trucks.

Maintain, repair, and adjust ignition systems, switches, generators, voltage regulators, alternators, starting motors, and lights on all types of equipment.

Maintain, repair, adjust ignition elements of chassis assembly including frames, springs, steering, dump bodies and brakes (air, mechanical and hydraulic) and may balance wheels, mount and repair tires of all types and sizes on all types of equipment.

Perform body and fender work on all types of equipment including restoration, scraping, treating, and spray painting of metal surfaces; remove and replace or repair glass, doors, seats, and upholstery.

Perform skilled welding and torch cutting of metal parts and equipment.

Operate wheel and track vehicles such as air compressors, snow blowers, rider-type lawn mowers, etc.

Operate power and manual hand tools and equipment.

Operate snow removal equipment.

Check vehicles and equipment for proper operation and maintenance.

Service and follow prescribed preventive maintenance on equipment or vehicles being operated, such as checking oil, water and battery levels, tire pressure, etc.

May operate such equipment as honing machines, valve resurfacing machines, drill presses or grinders.

Periodically check, as assigned, mechanical equipment in conformance with maintenance schedules and perform all necessary servicing operations, i.e., inspect steering mechanism, hand brakes, exhaust system, fan belt, generator circuits, etc.

Obtain parts and supplies from stock, and initiates requests for special replacement parts or equipment as required for assigned repair work.

Maintain necessary time and cost records related to equipment maintenance and repair, as required.

Enter and maintain parts information on computer data base.

Drive passenger cars, trucks, and light/heavy equipment when necessary.

Maintain records of repair and maintenance costs on department vehicles, recommend the replacement of vehicles when the repair or maintenance costs become excessive, and may participate in recommending specifications for new vehicles.

Participate in directing snow and ice control operations during storms, and direct mechanics' efforts to keep mechanical equipment operating during such emergencies.

Perform all other tasks as assigned or required.

### **Recommended Qualifications**

#### Training

High school graduation plus two to three years of technical or vocational training, or the equivalent period of paid on-the-job training plus five years' additional paid experience in automotive mechanics covering mechanical and electrical work on trucks, heavy equipment, small to large gasoline engines diesel engines, and hydraulics; or any equivalent combination of education and experience. ASE certification, certified welder.

#### Knowledge, Ability and Skill

Working knowledge of the principles and operation of gasoline and diesel engines and hydraulics in connection with large construction equipment; ability to train and evaluate work performance of subordinates; ability to develop, analyze, and evaluate effectiveness of work schedules; skill in diagnosing and determining adjustments or repairs to correct the malfunctioning of a diversity of mechanical equipment ranging from small gas engines, diesels, and hydraulic hoisting equipment.