

Full-time Assistant Mechanic in Public Works Department. Starting salary \$27.57/hr. with full range to \$33.35/hr. plus excellent benefits. Possession of Class A Mass. Operator's License and minimum Class 2B Hoisting License required or must be able to obtain within 6 months. Submit resume and completed application to [nasond@sudbury.ma.us](mailto:nasond@sudbury.ma.us). Open until filled. AA/EOE. . Full job description and application available at <https://sudbury.ma.us/hr/>

## **ASSISTANT MECHANIC**

### **Definition**

Under the general direction of the Master Mechanic, perform responsible routine to complex manual work as a skilled mechanic. Diagnose the causes of malfunctioning; repair and maintain gas and diesel heavy equipment, automotive equipment or other powered engines and equipment such as automobiles, trucks, tractors, plows, spreaders, rollers, front-end loaders, mixers, compressors, pumps, emergency generators, etc.

### **Distinguishing Characteristics**

Work under supervision of the Master Mechanic and Foreman performing duties that are generally proceduralized allowing the incumbent to act independently but with ready access to a supervisor who determines course of action if an unusual problem is encountered.

Perform functions which may require application of specialized procedures and the analysis of particular problems in order to determine appropriate course of action.

Work involves infrequent contacts with the public and others beyond immediate associates but are generally of a routine nature for the purpose of giving or obtaining factual information.

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

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**

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. Confirm diagnoses with the Master Mechanic as necessary. Under intermittent supervision, perform skilled mechanical work in the maintenance of structural, electrical, and hydraulic components of gasoline and diesel powered equipment, with the use of appropriate test equipment and hand and power tools, including such activities as:

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, snowblowers, 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. Report problems to Master Mechanic.

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 motor equipment maintenance and repair, as required.

Enter maintenance and parts information on computer data base.

Drive passenger cars, trucks, and equipment when necessary.

### **Recommended Qualifications**

#### Experience

High school graduate plus two years of technical or vocational training – either academic or on-the-job; or any equivalent combination of education and experience plus at least one (1) year experience as a Light Equipment Operator or the equivalent.

#### Knowledge, Skills and Ability

Working knowledge of the principles and operations of gasoline and diesel engines and hydraulics of large construction equipment. Thorough knowledge of departmental operations, ability to apply knowledge and experience to any departmental functions; skill in performing work at the journeyman level.

#### Special Qualifications

A Massachusetts Motor Vehicle Operator's License (CDL) and a Massachusetts Hoisting License are required.

2/1/2000