**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Department of Public Works*

## *Heavy Duty Equipment/Vehicle Mechanic*

## GENERAL STATEMENT OF DUTIES:

This is a union position responsible for performing all facets of maintnance and repair to any and all vehicles and equipment owned or utilized by the Town of Seymour.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* The position requires operation of town-owned vehicles, such as pick-up trucks, backhoes, street sweepers, dump trucks, salt spreaders, snow plows, etc. as required.
* Performs preventive maintenance and repair services of all equipment owned or utilized by the Town of Seymour.
* Services to include all maintenance, federal annual inspections, heavy duty brake repairs, welding and fabrication, hydrolytic & phenumatic repairs to all equipment owned or utilized by the Town.
* Diagnostic and repair of OBDI and OBDII vehicles.
* The position requires the operation of power tools and equipment, such as mowers, chain saws, air compressor, etc.
* Responsible to complete and maintain all records as required by Federal DOT.
* Must be able to plow snow with medium and heavy duty trucks.
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor or designee.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Public Works Foreman & Public Works Director and/or Designee.
* Works under general supervision of the First Selectman.

## SUPERVISION EXERCISED:

* None.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of the basic operation of tractors, mowers, chain saws, brush chippers, weed trimmers, electric motors, pumps and street maintenance equipment, such as saws, plate compactor, compressors, paint machines, air compressors, skid steers, backhoes and single axel dump trucks.
* Knowledge of federal, state, local, town and other applicable environmental and safety statutes, ordinances, and codes.
* Must have knowledge of Federal DOT laws as applicable to vehicle maintenance.
* Knowledge of Federal (OSHA) and state regulations and town policies regarding safety training and safe work practices.
* Ability to operate snow plow vehicles.
* Ability to establish and maintain effective working relationships.
* Ability to work under pressure and/or frequent interruptions.
* Ability to change easily from one job to another.
* Ability to meet deadlines.
* Must be available for overtime and on-call time 24 hours a day.

## EXPERIENCE AND TRAINING:

* High school graduate or equivalent.
* Seven (7) years’ experience in related field is preferred.
* Job requires individual to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs.
* Must hold valid class A or B CDL driver’s license.
* Must adhere to random drug testing requirements.
* Make be air brake certified.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Public Works Director, in an annual meeting scheduled each January
	+ All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and a mid-year review each July.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.