

TOWN OF PORTSMOUTH, RI
VEHICLE MECHANIC/MAINTENANCE

Department:	Public Works
Reports to:	Deputy Public Works Director and works closely with Police Administrative Lieutenant
Supervises:	N/A
Position Status:	Non-Exempt
Union/Non-Union:	Public Works Union

Position Summary/Purpose:

The purpose of this position is to maintain all Police and Town Hall vehicles in a reliable and safe condition so as to be available for service according to approved standards. The work involves performing all types of equipment maintenance, preventative maintenance and repair work. This includes performing routine and specialized maintenance for all vehicles, maintaining vehicles in the most cost-effective manner, recording all maintenance, and recommending maintenance and repair improvements to reduce overall operating costs. A Vehicle Mechanic/Maintenance is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Reads vehicle specifications, repair manuals and implements adopted maintenance schedules and procedures.
- Does preventative and routine maintenance on Police and Town Hall vehicles.
- Prepares equipment maintenance records by completing work orders and ordering supplies to complete work.
- Performs equipment maintenance and repair work involving tasks ranging in complexity from checking sufficiency of fluid levels and pressures to repairing brakes, axles, bearing seals, tune ups and front-end work.
- Performs building maintenance as time permits such as painting and light mechanical work.
- May have to perform Highway maintenance. Highway maintenance involves the repair of Town roads.
- Tests and operates vehicles; discusses performance with operator; uses lift or jack to analyze, test, inspect, and determine cause of malfunction. Performs standard diagnostic tests using specially designed test equipment for vehicle mechanic systems and similar mechanical work as available.

- Uses mechanic's hand tools and power equipment to remove, disassemble, repair, rebuild, or replace defective parts or units. Grinds, files, and sands repaired surfaces using power and hand tools.
- Is subject to call out to respond to emergencies after normal working hours.
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc.
- Adapts or modifies vehicles and equipment for safety purposes or emergency use.
- Conducts all work in a safe manner and all work safety practices are followed.
- Consistent on-site office and on-time attendance is essential for this position.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED, over five years of vehicle repair and maintenance experience, ASE certification preferred; or any equivalent combination of education, experience and training.

Special Requirements:

Must have and maintain Commercial Driver's License – Class B – CDL with airbrakes.
Must submit to CDL drug testing regulations – DOT regulations.

Knowledge, Skills and Abilities:

- Thorough knowledge of the operation, repair, and maintenance of vehicles and other mechanical equipment.
- Knowledge of various vehicle diagnostic tools and procedures; working knowledge of fabrication.
- Strong knowledge of safety procedures for working with vehicles, working with hazardous materials, working with heavy equipment and working with mechanical equipment.
- Ability to follow written and oral instructions and to provide instructions.
- Ability to work as a team with others to accomplish a project.
- Ability to work for long hours and perform medium to heavy manual labor under unfavorable weather conditions for snow removal or in a garage.
- Ability to follow rules, regulations and procedures.

- Skill in using CDL vehicle and various power tools and hand tools.
- Aptitude for working with people and maintaining effective working relationships with various groups.
- High level of customer service skills.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring knowledge of department standard operating procedures and vehicle equipment maintenance standards and procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others; incumbent is called upon to handle a significant amount of physical labor.

Supervision Received: Works under the direction of the Public Works Deputy Director and works closely with Police Administrative Lieutenant who is the Police fleet manager; follows established department and safety procedures.

Supervision Given: None.

Job Environment:

Work is performed in a garage and Public Works yard; usually noise levels are loud. Position entails physical labor to fix equipment and may be subject to exposure to hazardous substances or materials; may be subject to vibration/jarring when driving CDL vehicles; working near mechanical moving parts and exposed to electrical shock on regular basis; work is performed inside garage and out-of-doors in all weather conditions for snow emergencies.

Requires the operation occasionally of Police/Town Hall vehicles for test driving and CDL snow plow truck. Also, requires the operation of hand tools, power tools, vehicle repair tools, and welding equipment.

Makes frequent contacts with vendors related to ordering and questions. Most contacts are with Police Lieutenant, fellow employees in the department or other Town departments. Communication is frequently in person, by the phone or through email or fax for orders.

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to equipment and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions – more in winter		X	X	
Work in high, precarious places			X	
Work with toxic or caustic chemical			X	
Work with fumes or airborne particles			X	
Non-weather related – extreme heat/cold		X		
Work near moving mechanical parts				X
Risk of electrical shock			X	
Vibration – heavy equipment and trucks		X		
Other – road traffic		X		
Other – emergency storms – more in winter		X	X	
Other – working on uneven surfaces		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Varies during year and project				
Standing				X
Walking		X		
Sitting – more when driving		X		
Talking and hearing			X	
Using hands/fingers to handle/grip – for driving and tools				X
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms – repair work and driving				X
Tasting or smelling		X		
Bending, pulling, pushing – related to manual labor				X
Other – driving			X	
Other – test drive Police and Town Hall vehicles		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds				X
Up to 100 pounds – with two people		X		
Over 100 pounds – with two people		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud noise (heavy equipment/traffic)				X
Very loud (jack hammer work)			X	

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)