



Town of Middlebury

Auto Mechanic/Public Works Maintainer

This is semi-skilled work of moderate complexity in equipment operation and public works maintenance. Work involves performing a wide variety of manual and automotive maintenance tasks involved in municipal right of way, public infrastructure maintenance and servicing of automotive equipment.

Work is performed in accordance with established routines and procedures, with some limited judgement exercised based upon accepted equipment operation and maintenance practices. Generally, no supervision is given to other employees. Work typically originates from either assignment from a supervisor or due to normal operations involved in public works maintenance. Work is performed under direct supervision. Position requires a minimum of a Class B CDL license.

Flexibility is required in in this position in order to respond to the needs of each department as directed by the Director of Operations. This position typically works April through October full-time in the shop and November through March full-time in the highway department.

Complete job description and application may be obtained on-line at www.townofmiddlebury.org, at the Municipal Building on 77 Main Street, or by calling 388-8100, Ext 206. **Submit applications to Crystal Grant at cgrant@townofmiddlebury.org or by mail to the Town of Middlebury, 77 Main Street, Middlebury, VT 05753.**

**Town of Middlebury
Job Description**

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|--------------------|--|-----------------------|----------------------|
| Title: | <u>Auto Mechanic I (Public Works Maintainer)</u> | Department: | <u>Public Works</u> |
| Reports to: | <u>Auto Mechanic II</u> | Date Prepared: | <u>April 18,2024</u> |

Approvals:

| | |
|-------------------------------|-------------|
| <u>Supervisor</u> | <u>Date</u> |
| <u>Director of Operations</u> | <u>Date</u> |

Overview

This is semi-skilled work of moderate complexity in equipment operation and public works maintenance. Work involves performing a wide variety of manual and automotive maintenance tasks involved in municipal right of way, public infrastructure maintenance and servicing of automotive equipment.

Work is performed in accordance with established routines and procedures, with some limited judgement exercised based upon accepted equipment operation and maintenance practices. Generally, no supervision is given to other employees. Direct supervision is received from a superior. Work typically originates from either assignment from a supervisor or due to normal operations involved in public works maintenance. Work is reviewed by a superior by inspection of work in progress or upon completion.

Flexibility is required in in this position in order to respond to the needs of each department as directed by the Director of Operations. This position typically works April through October full-time in the shop and November through March full-time in the highway department.

Duties and Responsibilities

Performs light maintenance to assigned equipment, checks equipment to make sure all safety mechanisms are in proper operating condition, reports operating defects to the Automotive Mechanic II.

Assists the Auto Mechanic II on major repair projects such as overhauling engines, replacing and overhauling transmissions, repairing electrical systems, fuel systems, etc.

May perform routine tune-ups under the general supervision of the Automotive Mechanic II.

Lubricates vehicles, changes oil, oil filters and air filters as required, services batteries, checks radiators, checks brake fluids, etc.

Operates street sweeper.

Operates various hand and power tools.

Operates dump truck up through 64,000 GVW and performs a wide variety of public works maintenance tasks including plowing snow, spreading sand and salt, hauling men and materials, etc.

May operate higher level equipment for training purposes.

Assists other departments as directed.

Knowledge, Skills and Abilities Required

Graduation from a standard senior or vocational high school.

Some knowledge of the methods, materials and tools used in the mechanical servicing of automotive and heavy construction equipment.

Some knowledge of the maintenance needs of a variety of vehicles and heavy construction equipment.

Skill in the use of hand tools associated with the automotive repair trade.

Aptitude for mechanical work.

Ability to understand and carry out oral instructions.

Considerable knowledge of the capabilities, limitations and hazards involved in the operating of medium size dump trucks and related automotive construction equipment.

Some knowledge of the principles and practices of street construction and maintenance.

Considerable skill in the operation of assigned equipment and the ability to operate assigned equipment safely and efficiently.

Ability to perform manual labor, sometimes under unfavorable weather conditions.

Possession of a Commercial Driver's License valid for the State of Vermont.

Working Environment and Physical Activities

Frequently requires bending and stooping; work on uneven ground; lifting and carrying of objects up to 50 lbs; use of both feet for repetitive movements such as operating foot controls; and use of both hands for repetitive movements such as grasping of hand controls, handles, tools, etc.; exposure to moving equipment and machinery; working outdoors in all seasons with marked changes in climate conditions; and exposure to dust, fumes and gases

Occasionally requires squatting; climbing stairs/ladders; reaching above the shoulder level; crouching; kneeling; balancing; and carrying and lifting objects up to 75 lbs.

Disclaimer

The information provided in this job description is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.