

**TOWN OF SUNAPEE
FULL-TIME EMPLOYMENT POSITION
MECHANIC - HIGHWAY DEPARTMENT**

The Town of Sunapee seeks an experienced full-time mechanic (3-years required, 5-10 years preferable) for the maintenance of the Town's fleet of diesel trucks, heavy equipment, gas powered vehicles, other gas/diesel powered tools and equipment, and the Sunapee School District's school buses. The position requires a Mechanic Approval Card to conduct NH state inspections, a NH-DMV certification to conduct school bus inspections and valid CDL Class A license (with air brake and trailer endorsement), or the ability to obtain the aforementioned items within one year of employment. The hourly wage range for this position is \$20.57 to \$29.73 and is dependent on qualifications and experience. A drug and alcohol screening and criminal background check is required (paid for by the Town). The Town offers a comprehensive benefit package and is an equal opportunity employer.

TO APPLY: Submit a completed job application (resume & cover letter are optional) to the

Town of Sunapee
Highway Department
Attn: Scott Hazelton, Highway Director
621 Route 11
Sunapee, New Hampshire 03782

CLOSING DATE: Position open until filled.

OFFICE HOURS: Mon. through Fri. – 7:00 A.M. to 3:30 P.M.

Town of Sunapee, NH

POSITION: Mechanic
FLSA STATUS: non-exempt
LABOR GRADE: 11

DEPARTMENT: Highway Department
REPORTS TO: Highway Director
DATE: April 2, 2015

GENERAL SUMMARY

Work involves the maintenance, repair, and NH State Inspection of all Town-owned gas-powered vehicles, diesel powered vehicles and equipment, and maintenance of miscellaneous small gas- and diesel-powered tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position:

Operates heavy and light equipment and a variety of motor vehicles including school buses as necessary for the purpose of performing routine and emergency maintenance, repairs, and inspections on the vehicles and equipment.

Maintains and repairs all Town-owned vehicles and equipment and all associated components thereof on a routine basis, in emergency situations, and prior to and during all winter weather related emergencies and other emergencies as necessary.

Conducts New Hampshire State Inspections of all Town-owned vehicles and equipment, including Town of Sunapee school buses, to ensure compliance with all applicable laws and regulations.

Develops, recommends, and implements vehicle and equipment maintenance, repair and/or replacement schedules in compliance with manufacturer's recommendations for all Town-owned vehicles and equipment.

Establishes and maintains a digital inventory of tools, parts and materials for the repair and maintenance of the Town's vehicles and equipment.

Develops and maintains a digital vehicle and equipment maintenance and repair tracking system using Excel software.

Monitors vehicle and equipment trends, innovations in design changes, maintenance, and repair tool needs, innovative repair methods and techniques, and recommends improvements for the repair and maintenance of the Town's vehicle and equipment fleet.

Is available 24-hours per day for all winter weather related emergencies, and for other emergencies as determined necessary by the Highway Director or his designee.

Ability and experience with receiving, understanding, following, and providing oral and written instructions.

Ability to trouble-shoot and diagnose vehicle and equipment problems that may occur using all applicable manufacturers digital and hard copy reference materials.

The individual is a team-oriented leader and can provide general supervision and guidance to unskilled or semi-skilled workers to assist with maintenance and repairs.

Highway Department

Thorough knowledge of safe work procedures required when operating and/or repairing heavy equipment, motor vehicles, and other power tools and equipment.

Ability to perform all other work-related tasks that may be necessary for the position.

SUPERVISORY CONTROLS

This position does not require any supervisory responsibilities.

COMPLEXITY

The position includes a variety of normal mechanic duties.

SCOPE AND EFFECT

Work involves the repair and maintenance of the Town's fleet of vehicles and equipment on a regular basis. The mechanic is responsible for the safe operation, maintenance and repair of each vehicle or piece of equipment in the Town's fleet. The mechanic may be given responsibility for supervising and/or communicating necessary work tasks to other staff members. The mechanic's work tasks are carried out with considerable independence and judgment by the employee such that each work task's desired result is achieved, and the vehicles and equipment are safe to operate by other staff members. Work is reviewed by the Highway Director or his design to assure that desired results are obtained, and that appropriate care and safety is exercised in the operating, maintenance and repair of all equipment. Employee must have the ability to perform strenuous physical work under varying and adverse weather conditions.

PERSONNEL CONTACTS

Contacts are typically with the Highway Director, Highway Foreman, other Highway employees, other Department Heads and School personnel.

PURPOSE OF CONTACTS

The purpose is to plan, schedule, organize, coordinate, implement, direct and to provide advice.

LICENSURE/CERTIFICATION REQUIREMENT

Possession of a valid NH CDL A license with air brake and trailer endorsements for hauling and operating vehicles and heavy equipment that are used by the Town. A Mechanic Approval Card shall be required in accordance with all applicable state regulations within one year of employment for the purpose of conducting New Hampshire state inspections of the Town's vehicles and equipment. A specialized training in the maintenance and repair of gas- and diesel-powered vehicles and equipment is preferred.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma or G.E.D. Vocational/Technical training in the maintenance and repair of diesel-powered vehicles & heavy equipment, and gas-powered vehicles including but not limited to engines, fueling systems, power trains, transmissions, hydraulic pump systems, digital diagnostic instruments, HVAC systems, and electrical/computer systems. Other skills required are the knowledge and use of computers, calculators, and all other tools required for testing, diagnosing, maintaining and repairing the vehicles and equipment; Or any combination of education and specific experience which demonstrates possession of the required knowledge, skill and ability.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Hand and small power tools that may be necessary to perform vehicle and equipment maintenance tasks.

PHYSICAL DEMANDS

May be exposed to long periods of standing, squatting, kneeling, lying on back, and other awkward positions to perform vehicle and equipment repairs and maintenance.

WORK ENVIRONMENT

May be exposed to diesel fuel, gasoline, hydraulic oil engine oil, anti-freeze, radiator fluid, brake fluid, waste oil, equipment and vehicle exhaust, solvents, cleaners, degreasers and any other items that are used in the operation and maintenance of heavy equipment. Standard work surfaces to include vehicle and equipment cabs; rough and uneven surfaces, wet and slippery surfaces, asphalt, concrete, gravel, and all other surfaces required for the position.

WORK SCHEDULE

The work schedule is at the discretion of the Highway Director.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.