Town of Munster, Indiana
Position Description

Title: Mechanic  FLSA Status: Non-exempt
Department: Public Works  Position Status: Full Time
Date Prepared:  Class: 9
Prepared By:  Pay Range: $20.90/hr – $29.84/hr

Purpose of Position
The purpose of this position is to repair and maintain Town vehicles and equipment. The work is performed under the direction of the Mechanic Division Crew Leader, or the Superintendent of Operations in the Crew Leader’s absence.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for the safe performance of approximately 200 Town vehicles/equipment powered by gas, diesel, electric & natural gas. Using diagnostic equipment, tools & fabrication methods, must inspect, maintain & perform routine in shop and emergency field repairs on all related systems, such as: electric, lighting, hydraulics, steering, linkage, suspension, transmission, brakes, fuel, ignition, cooling, heating, bodies and frames, tires and crawler tracks, dump bodies, salt/brine dispensers and plow blades, bearings and seals, piping/hoses, cables/sheaves.

- Repairs and maintains all heavy equipment, trucks, pumps and related equipment and facilities used in the Public Works Department operations and other Town Departments.

- Performs preventive maintenance on vehicles and equipment; changes oil and filters; lubricates equipment and chassis; ensures anti-freeze protection before winter season, etc. Performs welding and fabrication.

- Inspects vehicles and equipment to determine reason for malfunction or failure; uses testing equipment; determines corrective measures. Test-operates repaired equipment.

- Inspects, tests, adjusts, dismantles and replaces unit assemblies and parts; makes complete repairs to combustion and electrical powered equipment.

- Prepares equipment and specialty vehicles for seasonal and/or continuous use, including: wood chippers, leaf vacuums, pothole machine, hydraulic pumps, generators, asphalt grinders, asphalt paver machine, street sweepers, pickup trucks, utility vans, dump trucks, mowing equipment and mounts snowplows.

- Assists with seasonal snow plowing operations.

- Works as a secondary heavy equipment operator when called on.
• Must be available for overtime call-out.

• Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Must speak, read and write fluent English. High school diploma or equivalent with vocational/technical training in Vehicle Mechanics, Auto Technology or a related field and three years of vehicle and heavy equipment mechanic experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must have own hand tools.

Position requires acquisition & ongoing renewal of a valid Indiana Commercial Driver’s License Class B (or greater CDL license) with tanker endorsement and Air Conditioning Recovery and Recycling certification within 60 days of hire.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

• Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

• Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

• Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as billing invoices, maintenance reports, electrical and hydraulic diagrams, job tickets, schedules, technical operating manuals, procedures, guidelines and non-routine correspondence.

• Requires the ability to communicate orally and in writing with the Director, Superintendent, Crew Leaders and all Department personnel, other Town Departments, vendors, contractors and equipment/vehicle operators.

**Mathematical Ability**

• Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

**Physical Requirements**

• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as heavy vehicles and equipment, brake lathes, drill press, shop equipment, diagnostic equipment, hand, power and hydraulic tools, and/or related materials used in performing essential functions.

• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as repairing vehicles and machinery.
• Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

• Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

• Ability to work under conditions that require exposure to environmental factors such as, but not limited to: temperature and noise extremes, machinery, heights, smoke, dust, pollens, strong odors, disease pathogens, chemicals, bright lights, traffic hazards, uneven terrain or confined spaces. This exposure may cause some discomfort and presents a risk of injury.

The Town of Munster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

________________________________________  ______________________________________
Employee's Signature                      Supervisor's Signature

________________________________________  ______________________________________
Date                                       Date