Assistant Mechanic - Department of Public Works

General Description:

Under the general and sometimes direct supervision of the management staff\(^1\), the Assistant Mechanic performs maintenance, repairs, problem analysis and diagnosis, and improvements, keeps records, related to keeping the Town equipment\(^2\) in good working order.

The Assistant Mechanic works with the Mechanic.

These are the Assistant Mechanic’s primary tasks. However, the Assistant Mechanic will perform any other DPW work tasks as directed by the management staff to fulfill a short term staffing need.

Illustrative Duties:

**Repair and Maintenance work Items:**

- Inspect equipment for problems.
- Inspect vehicle liquid levels, oil, transmission, anti-freeze, battery acid, etc.
- Perform routine maintenance work such as oil changes, lubrication, changing anti-freeze, light bulb changes, tire changes, battery testing, etc.
- Perform complete engine tune-ups and repairs.
- Repair differential, drive shafts, transmission, suspensions, bearings, etc.
- Repair cooling, electrical, ignition, braking and hydraulic systems, etc.
- Replace parts as needed.
- Dismantle and rebuild engines and parts of engines.
- Build or repair frames for snowplows or other equipment mounted on trucks including winches, pumps, compressors, etc.
- Perform repairs to all equipment owned by the Town of Bellingham that can be reasonably completed with the machinery and tools at the Town’s disposal.
- Perform power washing as necessary
- Perform welding and brazing as necessary.

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\(^1\) Whenever the phrase, management staff, appears in this document it shall mean the DPW Director, General Foreman, Facilities, Project Manager or in their absence the Town Administrator.

\(^2\) Whenever the phrase, Town equipment, appears in this document it shall mean all equipment owned by the Town of Bellingham including but is not limited to: all DPW motor vehicles, all DPW equipment, Fire Department trucks and vehicles, Police Department vehicles, stand-by generators operated under any town department, all machinery that is powered by gas, diesel, or other combustible fuel, electrically powered equipment such as pumps, at the discretion of the management staff.
During any prolonged absence of the Mechanic, the most senior Assistant Mechanic will assume the responsibilities of the Mechanic (compensation will be modified in accordance with work being performed).

Mechanic tasks in addition to those noted above include:

**Assistance to Management Staff:**

- Assist in the drafting of vehicle repair work orders (repairs and routine maintenance),
- Track work completed (repairs and routine maintenance) completed with time spent and parts installed assist in drafting vehicle repair work orders,
- Maintain comprehensive maintenance manuals on all Town equipment.
- Report to and work with the DPW Foreman to prioritize daily work schedule for the Mechanics.
- Provide input regarding repairs needed, priority, and time needed to complete tasks.
- Provide input regarding purchase of new and used vehicles and equipment.
- Order and approve delivery of all supplies, parts, mechanics tools, or services needed for equipment maintenance and repair costing less than $1,000.00.
- Inform the management staff when supplies, parts, mechanics tools, or services are needed that cost over $1,000.00 but less than $25,000, contact suppliers to acquire three verbal price quotations for all such purchases, place order with selected supplier, once approved by management staff.
- Inform the management staff when supplies, parts, mechanics tools, or services are needed that will a cost over $4,000, assist management staff in preparing bid documents for all such purchases.
- Attend used equipment auctions and bid on vehicles as the Director’s agent, if so directed.

**DPW Duties performed at direction of management staff (short term assignments):**

- Operate snowplows, sanders, backhoe, loaders, and all other town equipment.
- Perform all other duties performed by any member of the DPW staff.
- Assist Facilities Operators in mechanical repairs of pumps and other water treatment equipment. (Water and Wastewater equipment maintenance and repair are the responsibility of the Facilities Operators. However, the Mechanic may be asked to assist the Facilities Operator in some work items. This is primarily due to the tools available and expertise in the dismantling and rebuilding mechanical equipment that the Mechanic possesses.)

**Extreme Conditions and Patch Up Repairs:**

- Make repairs under a variety of conditions, both indoors and outside, in good or bad weather.
- Make temporary repairs under conditions where the equipment is badly needed and there is no time to make permanent repairs.
New Hire

Physical Capabilities:

- Must be able to lift and install parts, accessories, tires, for installation and adjustment.
  - Able to lift 100 pounds from ground to waist height and hold for 10 seconds.
  - Able to lift 20 pounds from the ground to hold over shoulder height for 10 seconds.
  - Must be able to hold and use mechanic’s tools such as wrenches, bars, impact hammers, and other typical mechanic’s tools from a reclined position working above body (creep work), and from a standing position with vehicle on lift above the top of the head.

Minimum Qualifications:

- High School Graduate or GED.
- Mechanic Experience and Skill
- Possess when hired or achieve before the end of the 365 day probation period:
  - ASE Certifications
    - Automobile
      - A-1 Engine Repairs
      - A-9 Light Vehicle Diesel Engines
    - Medium-Heavy Truck
      - T-1 Gasoline Engine
      - T-2 Diesel Engine
- Commercial Drivers License (CDL) – Class B or higher
- Hoisting Engineers License
  - Grades:
    - 1B (Crane on Service Truck & Forklift) or higher,
    - 2A (Loader, Backhoe & Excavator) or higher, and
    - 4E (Catch Basin Truck) or higher
    - 4G (Special Boom Mower)
- Massachusetts Drinking Water Operators Treatment License T1 or pass T1 exam
- Massachusetts Drinking Water Operators Distribution License D1 or pass D1 exam