



The Town of Newport is currently accepting applications for a full-time **Mechanic**. This position performs skilled maintenance and repair work on all standard and specialized town equipment and vehicles. This position also performs skilled manual work in operating heavy equipment for construction, maintenance and repair projects; performs all other related work as required.

Minimum qualifications: Considerable knowledge of the standard methods, materials, tools and equipment of automotive service trade and comprehensive knowledge of the operation principles and mechanics of internal combustion engines and diesel drive equipment and of mechanical repair methods applicable to heavy trucks and construction equipment and thorough working knowledge of occupational hazards and safety precautions of the trade is essential; knowledge of warehousing and stock control procedures. High School diploma, three to five (3 – 5) years of related work experience as a mechanic at the journeyman level with experience in the repair and maintenance of both light and heavy motorized equipment; or an equivalent combination of education and experience. State of NH inspection and possession of a valid class B CDL drivers' license required. Salary \$37,693 - \$50,878 DOQ.

To apply, please submit an application to: Todd Cartier, Public Works Director, 15 Sunapee Street, Newport, NH 03773 or tcartier@newportnh.gov. Applications may be obtained at the Town's website (www.newportnh.gov). Interested candidates should review the full job description available on our website.

The Town of Newport is an Equal Opportunity Employer.

Position Purpose:

Performs skilled maintenance and repair work on all standard and specialized town equipment and vehicles. This position also performs skilled manual work in operating heavy equipment for construction, maintenance and repair projects; performs all other related work as required.

Essential 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.)

- Performs preventative maintenance. Grease and oil vehicles, change and mount tires; charge and replace batteries; checks electrical systems, changes oil, and performs basic body work.
- Replaces brakes, wheel bearings, axle bearings, universal joints, starters, and injectors in diesel engines. Pack hydraulic cylinders.
- Repairs and mounts tires and chaining on snowplows, sanding and salting equipment, trucks and tractors.
- Assembles and disassembles gasoline and diesel engines; rebuilds engines; replaces clutches and transmissions; tunes motors; adjusts brakes and repairs electrical systems.
- Inspects vehicles and equipment in preparation for state inspection and stickers.
- Operates light and heavy equipment such as front-end loader, backhoe, road sweeper, bull dozer, dump trucks, sanders, etc.
- Cleans and maintains department tools and equipment.
- Maintains service records of vehicle maintenance and repair.
- Operates highway vehicles including hauling, loading and unloading materials, snow plowing, sanding, ice treatment and provides manual labor.
- Attends workshops and seminars to stay abreast of changes or trends in mechanical repair and maintenance.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma; Three to five (3- 5) years of related work experience as a mechanic at the journeyman level (with experience in the repair and maintenance of both light and heavy motorized equipment); or an equivalent combination of education and experience. State of NH inspection certification. Possession of a valid class B CDL driver's license.

Knowledge, Ability and Skill:

Knowledge: Considerable knowledge of the standard methods, materials, tools, and equipment of automotive service trade and comprehensive knowledge of the operation principles and mechanics of internal combustion engines and diesel drive equipment and of mechanical repair methods applicable to heavy trucks and construction equipment is essential. Thorough working knowledge of occupational hazards and safety precautions of the trade is essential. Knowledge of warehousing and stock control procedures.

Ability: Ability to successfully carry out detailed oral and written instructions. Ability to communicate in a clear and precise manner. Ability to establish and maintain effective working relationships with coworkers and contractors. Ability to operate a motor vehicle, hand and power tools and heavy machinery and equipment. Ability to diagnose and troubleshoot mechanical problems and implement solutions. Ability to organize and manage a work load prioritizing service demands within the limits of resources

provided. Ability to understand and instruct employees in the proper implementation of a variety of skilled repair and maintenance tasks; read and interpret equipment schematic plans.

Skill: Strong skills in locating and repairing defects in automotive equipment, in the use and care of hand and machine tools utilized in mechanical repair work; and skill utilizing computer software and specialized fleet maintenance systems.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate to heavy physical effort is often required to perform functions which involves frequent lifting of up to 60 pounds and occasionally lifting more than 100 pounds. Employee is required to drive heavy equipment for long periods of time during all types of weather conditions. While performing the functions of this job, the employee is required to stand, walk, talk, sit and hear for extended periods. Regularly required to use hands to finger, handle, feel objects, tools or controls; reaches with hands and arms, crawls and climbs. Vision and hearing must be at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Chief Mechanic.

Supervision Given: None.

Job Environment:

- Work is performed in repair shop conditions, with frequent exposure to exhaust fumes, chemicals, oil, dust and other airborne particles; work is also performed outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrain and is subject to the hazards associated with working around heavy equipment. Work environment is loud to very loud.
- Operates light trucks, heavy equipment, hand/power/pneumatic tools, computer, fleet maintenance management database, and telephones. (impact wrench, chain saw, torch, welder, tamper, wheel dolly, mowers, vehicle lift, front-end loader, backhoe, road sweeper, catch basin cleaner, bull dozer, dump trucks, sanders, brush chipper, police vehicles and fire apparatus).
- Interacts frequently with other vendors and town departments. Communication is generally in person and by telephone and involves an information exchange dialogue. Employee is required to work beyond normal business hours in response to emergency situations.
- Errors in judgment may impose undue and substantial expense recovering from errors, result in delays or loss of service, cause damage to buildings and/or equipment, injury to others and legal and/or financial ramifications.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.