

JOB DESCRIPTION	
Job Title: Entry Level Mechanic	Grade: 2
FLSA Status: Non-Exempt	EEO Category: Service Maintenance
Job Classification Designation: Classified/Competitive	Bargaining Unit: Public Works

Job Summary: This position performs routine vehicle and equipment servicing work, preventive maintenance and tire work on vehicles and equipment. Also performs minor repairs on cars and light trucks.

Supervision Received: Works under the general direction of the Operations Manager, Lead Mechanic, or Mechanic as assigned.

Supervision Exercised: None

Examples of Essential Duties:

- Performs safe and effective vehicle maintenance; lubricates vehicles, checks and changes fluids and filters; changes, balances and repairs tires and tubes; performs other preventive maintenance both in the shop and at remote locations.
- Performs repair work on cars and light trucks as assigned.
- Performs scheduled and non-scheduled service and routine maintenance of motor pool vehicles and road equipment.
- Assists higher level mechanics as needed.
- Keep accurate records of work performed.
- Responds to emergency road calls as assigned.
- Cleans vehicles and work areas.
- Records time, materials, and parts required for each assignment accurately.
- Test drives vehicles to ensure proper working order.
- Performs work in a safe manner and observes all safety procedures.
- Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use.
- Uses and maintains mechanical hand and power-driven tools and equipment such as grinders, fender hammers, sanders, drill presses, lathes, testing and welding equipment.
- Performs related tasks as required.
- Assists other areas within the Department of Public Works when needed

Knowledge, Skills and Abilities:

- Knowledge of the methods, tools and equipment including electronic diagnostic equipment used in the repair of light and heavy duty vehicles, construction and maintenance equipment
- Knowledge and skill in the use and operation of shop tools and machinery, such as drills, presses, grinders, micrometers, brake relining and drum grinding machines, welding equipment.
- Knowledge and ability to make repairs and adjustments to various automotive systems and components.
- Ability to learn to diagnose causes for electrical and mechanical failures.
- Ability to understand and follow technical instructions in repair manuals.
- Ability to detect needed repairs and perform minor adjustments to equipment.
- Ability to use and care for the tools of the trade including, but not limited to, basic hand tools, battery/charging system testing equipment, metal lathes and drill presses, hydraulically operated vehicle lifts and computerized diagnostic scanners.
- Thorough knowledge of the occupational hazards and necessary safety procedures and practices.

- Ability to diagnose common defects in automotive equipment; ability to detect by inspection any worn or broken automotive parts; ability to keep records of repairs and service operations and to make reports; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts.
- Establish and maintain effective working relationships with supervisors, other employees and the public.
- Attend work as scheduled and/or required.
- Ability to follow oral and written instructions accurately.

Minimum Qualifications: Any combination of education and experience equivalent to graduation from high school supplemented by vocational training and experience in repairing automotive equipment.

Special Requirements: Possession of a driver's license valid in the State of Connecticut. Must provide their own tools – specialty tools will be provided by the Town.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class are exposed to extremes of weather conditions, to frequent lifting of heavy weights, to highly dangerous road and traffic conditions, including exposure to heights when working on bridges, to poison ivy, insect bites and allergy irritants during summer months, and to loud and potentially dangerous machinery. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception				X				
Standing				X	Color Distinction				X				
Walking				X	Peripheral Vision				X				
Sitting				X	Driving			X					
Lifting				X	Physical Strength:								
Carrying				X	Little Physical Effort (-10 lbs.)			X					
Pushing				X	Light Work (-20 lbs.)			X					
Pulling				X	Medium Work (20-50 lbs.)			X					
Climbing				X	Heavy Work (50-100 lbs.)		X						
Balancing				X	Very Heavy Work (100+ lbs.)	X							
Stooping				X	Environmental Conditions:								
Kneeling				X	Cold (50 degrees F or less)		X						
Crouching				X	Heat (90 degrees F or more)		X						
Crawling				X	Temperature Changes		X						
Reaching				X	Wetness		X						
Handling				X	Humidity		X						
Grasping				X	Extreme Noise or Vibration		X						
Twisting				X	Exposure to Chemicals		X						
Feeling				X	Exposure to Gases and Fumes		X						
Talking				X	Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion				X	Exposure to Dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near			X		Mechanical Hazards		X						
Visual Acuity/Far			X		Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Mansfield 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 encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated: November 14, 2024