



---

<b>POSITION:</b>	Mechanic	<b>DATE:</b>	May 3, 2024
<b>DEPARTMENT:</b>	Public Works Department	<b>FLSA STATUS:</b>	Non-Exempt
<b>SUPERVISORS:</b>	Chief Mechanic	<b>UNION:</b>	Yes
<b>JOB TITLES SUPERVISED:</b>	None	<b>PAY GRADE:</b>	Paygrade corresponds to the Union wage table.

***Public Works  
Mechanic***

**General Statement of Duties:**

Employees of this class are responsible for the repair and maintenance of gasoline and diesel driven automotive and construction equipment and in laying out, setting up and operating machine tools.

**Distinguishing Features of This Class:**

An employee of this class performs more difficult tasks in mechanical repair and maintenance of heavy equipment. Assignments are received orally or from works orders. Work performed is inspected by a supervisor and is processed upon completion of repair work.

**Examples of Work: *(illustrative only and not all-inclusive)***

- Performs skilled mechanical work of a difficult and complex nature in the general overhaul and maintenance of heavy equipment for the Public Works Department and various Town Departments.
- Diagnose and trouble shoot for repairs and overhauls of ignition systems, power transmissions, planetary drives, converters, turbo charges, brake systems, front wheel axles, hydraulic systems and power takeoff systems.
- Lays out works, sets up and operates lathes, drill presses, milling machines, shapers, power hand tools in fabricating and repairing metal machinery parts.
- Devises, designs and builds jigs and fixtures to fabricate necessary repair parts.
- Performs gas and electrical welding.
- Perform body and fender repair on equipment.
- Paints automotive, construction equipment and accessories.
- Repair and change tires.
- When necessary, performs all tasks of mechanic's helper.
- Supervises semi-skilled or skilled assistants.
- When necessary, works with road crew on projects, snow plowing, snow removal and Transfer Station / Recycling Center.
- Performs related work as assigned.



**Desired Knowledge, Skills, and Abilities:**

- Thorough knowledge and high degree of skill in recognizing, locating and adjusting defects in automotive and diesel equipment.
- Thorough knowledge of the standard practices and use of tools in the automotive mechanic trade.
- Thorough knowledge in the principles of gasoline and diesel engines; mechanical repair on heavy trucks, construction equipment, specialized equipment and miscellaneous tools.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Ability to use tools and equipment in a non-abusive manner.
- Ability to take the initiative in maintenance matters.
- Ability to establish and maintain an effective working relationship with supervisors, co-workers, Town Officials and the general public.
- Ability to work long hours in adverse weather and under adverse working conditions. Ability to make out progress reports.

**Licenses, Certificates, and Special Requirements:**

Extensive experience as an automotive and heavy equipment mechanic. Two years experience in a supervisory capacity in the maintenance field. Graduate of a Vocational Technical Institute, supplemented by specialized automotive or heavy equipment repair training, or any equivalent combination of education or experience. Must possess a Class A CDL issued by the State of Maine and a Class A and D Maine State Inspection license.

**Physical and Mental Demands:**

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

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. Lift up to 50 lbs and perform various event-related set up and clean-up tasks. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

**\*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.**



Town of Lisbon

Public Works  
Mechanic Job Description  
May 3, 2024

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Town of Lisbon has a similar right.*

Submitted

by:

\_\_\_\_\_  
Employee Printed Name/Title

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name/Title

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date