



# Fleet Maintenance Mechanic

Town of Boxborough, MA

## Position Purpose

Performs routine maintenance and major and minor mechanical repairs on a wide variety of gas and diesel, Town-owned equipment including, but not limited to motor vehicles, construction equipment, emergency vehicles, power equipment, and other machinery in Town service

## Supervision Scope:

Is not required to provide basic job instructions to others or control projects

## Supervision Received:

Works under the general supervision of the DPW Director, but is allowed some latitude in carrying out the required maintenance functions.

## Supervision Given:

This position does not supervise others.

## Job Environment

Work is performed both indoors and outdoors, subject to variable weather conditions and the hazards associated with vehicle repairs. Frequent exposure to noise, dust and fumes. Possible exposure to chemicals and cleaners.

## Distinguishing Characteristics

Performs preventive maintenance up to shop capabilities on all Town vehicles as required by the service schedule appropriate for each vehicle.

Performs repairs up to shop capabilities on various types of Town equipment. Inspects, analyzes, locates and repairs motors, transmissions, clutches, rear ends, brakes, suspensions, and all other assemblies on trucks, both light duty and heavy duty; heavy equipment such as backhoes, front end loaders, graders, street sweepers, catch basin cleaners, sanders, plows, and mowers; and small equipment, specialty tools, and all other types of power-driven equipment and power tools.

## Examples of Work

- Inspects and replenishes transmission, steering, and coolant fluids
- Inspects batteries and cables, and replacing them as necessary
- Changes oil and filters as required
- Grease and lubricate vehicles as needed
- Inspects brakes and makes repairs as required

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- Inspects tires for tread depth, inflation rate (adjusts air pressure as required), and replace as necessary
- Checks tension on all belts and replaces them as needed
- Checks condition of all hoses and replaces as necessary
- Inspects all interior and exterior lights and replaces bulbs as necessary
- Checks other components in the engine compartment and undercarriage
- Reports potential problems to the DPW Director so that preparation for proper repairs may be made
- Maintains records of all service work completed and parts used
- Adjusts and replaces necessary parts including valves, hoses, belts and alternators
- Repairs cooling, fuel, electrical, and exhaust systems
- Performs diagnosis, maintenance, and repair of hydraulic systems
- Fabricating and welding to repair and/or modify equipment as necessary
- Operates various tools including, but not limited to welders, cutting torches, drills, band saws, hydraulic jacks, and grinders
- Tests and inspects completed work to assure proper performance and timely completion
- Maintains a list of parts suppliers
- Purchases parts and supplies according to the Town procurement procedures
- Maintains records on all maintenance and repair work performed on vehicles and equipment
- Keeps an inventory for ordering and controlling of garage tools, supplies, and materials; performing associated research and comparisons for selecting and locating parts
- Cleans and maintains the garage area and equipment

## Recommended Minimum Qualifications

### Education, Training and Experience:

High school graduate, G.E.D. or equivalent with a minimum of five years of experience in vehicle and heavy equipment repair and maintenance. Experience with municipal and winter operations desirable. Any equivalent combination of education and experience.

Must pass DOT pre-employment and on-going physical, drug screening, and background checks associated with the job description.

### Special Requirements Examples:

Possession of valid MA Class B Commercial Driver's License (CDL) with airbrake endorsement.  
Possession of a valid Massachusetts Hydraulic (hoisting) license or the ability to obtain the license within six months of employment.

### Knowledge, Ability and Skills:

*Knowledge:* Must have an understanding of how to select, buy, and stock parts. Must be familiar with all safety regulations necessary to maintain safe working conditions in the garage and on the road. Should be knowledgeable about proper lifting techniques.

*Ability:* Ability to assess, repair and maintain all Town vehicles and heavy equipment. Ability to operate vehicles and equipment used in the operation of snow removal and ice control. Ability to plan and control flow of work. Ability to work with a high degree of independence. Ability to interact confidently,

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effectively, tactfully, and appropriately in the course of work and relationships with the general public, Town officials, and other employees. Ability to understand, follow, and use effective, clear, and concise oral and written communication in the performance of duties and responsibilities. Ability to use good judgment and decision-making skills.

*Skills:* Some computer skills for data entry are required.

Physical Requirements:

Frequently required to lift and/or move up to 100 pounds with the use of dollies and pallet jacks. The work requires regular and sustained periods of strenuous physical exertion both in the garage and on the road, requiring the ability to lift, carry, and position heavy objects by utilizing proper body mechanics and techniques. The work calls for endurance for long periods of standing, climbing, bending, crawling, pushing, pulling, stooping, and walking in connection with frequent periods requiring sustained, uncomfortable physical positions while performing vehicle repairs.

*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.*

*The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.*

Position description received by: \_\_\_\_\_ Date: \_\_\_\_\_