



# Town of Burlington

**Selectmen's Office**

860.673.6789 Ext. 1  
Fax 860.673.8607

**Accounting Office**

860.673.6789 Ext. 5  
Fax 860.673.8607

**Assessor**

860.673.6789 Ext. 3  
Fax 860.675.9312

**Highway Department**

860.673.6789 Ext. 8  
Fax 860.673.8427

**Land Use Office**

860.673.6789 Ext. 6  
Fax 860.673.8607

**Parks & Recreation**

860.673.6789 Ext. 7  
Fax 860.675.5038

**Tax Collector**

860.673.6789 Ext. 4  
Fax 860.675.9312

**Town Clerk**

860.673.6789 Ext. 2  
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## TOWN OF BURLINGTON

**TITLE: Mechanic \$31.19 per/hr**

**CLASS: Union**

**DEPARTMENT: Public Works**

**DATE: 2-26-2024**

### POSITION DESCRIPTION

Under the direct supervision of the Public Works Director, performs skilled and semiskilled work in the repair, overhaul, maintenance and operation of highway trucks (diesel and gasoline powered), Town vehicles, heavy and light equipment, small engines and related mechanical equipment. Work includes mechanics' duties and equipment operation and maintenance duties to diagnose, troubleshoot, and repair vehicles and equipment.

### SUPERVISION RECEIVED

Works under the general direction of the Public Works Director, who assigns general work areas and specific work, as necessary. Work is carried out with considerable independence and judgment to reach desired results. Work is reviewed for assurance that desired results are obtained.

### ESSENTIAL JOB FUNCTIONS

- Receives oral instructions or work orders from the Public Works Director who reviews work in progress.
- Plans, organizes, and performs repair work and assures that repairs are properly completed utilizing repair manuals, charts and experience.
- Performs mechanical work in the maintenance, overhaul and repair of motor vehicles, gasoline and diesel motors, trucks, vans, mowers and other heavy construction and maintenance equipment.
- Uses mechanics' hand tools and power equipment, including an acetylene welder to remove, disassemble, repair, rebuild or replace defective parts or units.
- Inspects, adjusts, and replaces worn or defective parts, including valves, pistons, and main bearings and assembles cooling, fuel and exhaust systems.
- Repairs and/or rebuilds engines, hydraulic cylinders, clutches, transmission housings, cylinder block, rear ends, etc., using welding and fabrication equipment; repairs damaged vehicle bodies and body parts, and equipment auxiliary parts; welds broken parts.
- Fabricates parts, materials and equipment as required.
- Repairs and overhauls brakes, ignition systems, transmissions, differentials and rear axle assemblies, plows, frames, mowers, etc.
- Diagnoses major engine and transmission work and arranges outside work.
- Responds to emergency road calls from disabled Town vehicles and equipment and takes appropriate action.

200 Spielman Highway

Burlington, Connecticut

06013-1735

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- Performs routine vehicle maintenance work including tune-ups, lubrications, oil changes, and tire changing and balancing.
- Repairs and services power motors, snow blowers and other mechanical equipment.
- Submits requests for capital items to purchase tools, equipment, vehicles, shop equipment, etc. for operation of vehicle maintenance garage.
- Operates snow plowing and sanding equipment participating in the emergency snow removal plan of the Town.
- Submits, makes recommendations, advises and submits specifications for purchase of vehicles, tools and equipment.
- Operates heavy and light equipment for testing and to perform assigned duties, including dump trucks, tractor mowers, sweepers, pay loader, backhoe, compressors, etc
- Maintains an inventory of maintenance and repair parts and supplies.
- Orders replacement parts and submits invoices for payment.
- Maintains work time, material and repair records; assures that equipment in garage is kept in safe working order.
- Assists in repairing plows and completing other maintenance assignments.
- Performs other related work as assigned.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the operation, repair and maintenance of motor vehicles, heavy equipment and other mechanical equipment.
- Considerable knowledge of the practices, equipment and tools utilized in the mechanic's trade.
- Considerable knowledge of the operation of gasoline and diesel engines.
- Knowledge of hydraulic and electrical systems. Ability to read, understand and implement instructions from maintenance manuals.
- Skill in welding and fabrication, and in the use and care of skilled mechanics' tools and equipment.
- Skill in repairing, overhauling, and maintaining Town and vehicles and heavy and light equipment.
- Skill in the operation of highway equipment, including dump trucks, mowers, backhoe, sweepers, pay loader, etc. for troubleshooting, diagnostics, and repair of said vehicles.
- Ability to maintain a parts and supplies inventory system.
- Ability to make repairs and adjustments and to service automotive equipment.
- Ability to understand and carry out oral and written instructions.

## REQUIRED EQUIPMENT OPERATION

Operates heavy equipment; plows snow, operates a welder, torches, crane, lifts, automotive equipment, chain saw, cut-off saw, portable generator, compressor, drill press and various hand tools.



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**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift and handle to include but not limited to; tires, rims, brake drums, clutch assemblies, radiators, batteries, weighing up to 50 pounds when necessary. Must be able to work for extended periods of time standing under vehicles, on lifts, leaning over vehicle fenders, lying on backside on creeper, or in crouched positions. Use of torches and welding equipment. The noise level in the work environment is moderate.

**REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with a high school or vocational school diploma, supplemented by skilled and semiskilled automotive trades training plus 2-3 years of related experience in mechanical maintenance repair, or any equivalent combination of education, skills and experience which demonstrates possession of the required knowledge, skills, and abilities.

**LICENSE OR CERTIFICATE**

Applicants must possess a current Connecticut driver's license and State of Connecticut Class B Driver's license (CDL). Class A preferred.

**The duties above are intended only as illustrative 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 or a logical assignment to the position.**

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