

TOWN OF MILTON

Job Description

Title: Maintenance Mechanic – Highway Division Date: January 5, 2018

Department: Public Works

Reports to: DPW Highway Superintendent

OVERVIEW OF POSITION

The Town seeks a motivated, organized and detail-orientated individual to fill the position of Maintenance Mechanic in the Highway Division of Public Works. This is a full-time and AFSCME Union position.

The Maintenance Mechanic provides oversight of maintenance and repair of all assigned vehicles, tools and equipment in the Highway Department fleet. This involves diagnosing, scheduling and performing maintenance/repair of equipment at the garage along with planning and coordinating repairs with outside vendors.

Additional tasks and responsibilities include:

Processing all paperwork associated with vehicle and equipment maintenance including purchase orders and invoices.

Maintain detailed maintenance records for each vehicle in the fleet. Records are to be maintained in a computer spreadsheet program such as Microsoft Excel.

Assuring all equipment and trucks stay on the proper manufacturer recommended maintenance schedule.

Maintaining the Highway Facility in a manner that complies with all common industry standards and rules, among them OSHA/VOSHA, Vermont Department of Environmental Conservation and the Federal Highway Administration (FHWA).

Operating a truck with plow/spreader attachments for the removal of snow and the application of salt of Town roads during inclement weather.

Participating in the repair and resurfacing of Town roads with gravel, hot and cold patch, asphalt and similar materials.

Other public infrastructure management tasks, including landscaping.

Qualifications

Specific knowledge and experience in the general repair of vehicles and equipment. A working knowledge of brake, electric, hydraulic and starting systems as they relate to vehicles and heavy equipment.

Must be able to perform repairs beyond routine maintenance, with the skill and ability to diagnosis and complete repairs in a timely manner.

Knowledge of vehicles and equipment used in highway operations.

Knowledge of safety hazards and proper safety measures & precautions.

Training/Experience

A minimum of five (5) years of experience in the general repair of vehicles is required; experience working with heavy equipment is desired.

High School Diploma or G.E.D. (professional certifications highly desirable).

Valid Vermont Commercial Driver's License (CDL). Class A preferred, or ability to obtain a CDL Class A license within six (6) months of employment.

A minimum of five (5) years of truck driving experience is required.

Previous work experience in commercial and passenger vehicle repair, as well as general maintenance of equipment.

Ability to operate and maintain equipment used by the Town Highway Division in order to ensure they are in safe working order.

The Town of Milton is an Equal Opportunity Employer.

