

POSITION DESCRIPTION
Position Title: Mechanic
Department: Public Works
Reports To: Senior Mechanic 1

POSITION SUMMARY

Under the supervision of the Public Works Director, employees in this position perform a variety of tasks related to the operation and maintenance of equipment, vehicles, facilities and tools. Responsible for performing maintenance and repairs of Municipal automotive, Municipal trucks and equipment to ensure its proper working condition. Coordinates the planning and scheduling of a preventive maintenance plan. Performs a variety of complex mechanical, electrical and related repair tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

It must be recognized that all specific duties cannot be listed and that responsibilities will change accordingly as the need arises. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Repairs all Municipal trucks, automobiles, and construction and lawn equipment.
- Repairs, adjusts or replaces tires, brakes, steering systems, pumps, hydraulic systems, salt spreaders and snow plows.
- Rebuilds motors, transmissions, differentials and carburetors.
- Orders replacement parts, tools and supplies as needed and keeps records of purchases and inventory.
- Performs emergency road service.
- Required to make semi-annual State Inspections of Municipal vehicles.
- Maintain good working records of maintenance performed, part replacement and repairs made to vehicles and equipment.
- Assists with the preparation of bid specifications for Municipal vehicles.
- Execute any and all types of work as required by Management.
- Maintains and cares for all company equipment and tools.
- Assists with the training of Township personnel in automotive systems and techniques.
- Will operate snow removal equipment as needed.
- Performs all other duties as required.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of automotive motorized equipment operation, maintenance and repair. This will include front-end loaders, backhoes, street sweepers, heavy-duty trucks, pavers, graders, etc.

- Thorough knowledge of the principles of gas and diesel engines and hydraulics.
- Considerable knowledge of the occupational hazards and safety precautions associated with the trade.
- Must be skilled in using all varieties of tools involved in the automotive trade.
- Must possess the ability to diagnose engine trouble, comprehend and execute oral and written instructions and to maintain an effective working relationship with associates.

SPECIAL REQUIREMENTS

- Must have a valid Pennsylvania Class 7 Inspection License.
- Must possess a valid Pennsylvania CDL Class "A" driver's license with Tanker and Air Brake Endorsements.
- Must have graduated from a four (4) year high school or vocational school.
- Must have an equivalent combination of education and work experience that demonstrates the ability to perform the job.

TOOLS AND EQUIPMENT USED

- Motor vehicle, phone, two-way radio, copy machine, fax machine, hand tools, vehicle lift, tire machine, forklift.

PHYSICAL DEMANDS

- The physical demands 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.
- While performing the duties of this job, the employee is occasionally required to speak, hear and smell. The employee must occasionally lift and or move more than 100 pounds. The employee may also be required to stand, walk, use hands to finger, handle, feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, crouch or kneel.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Hand-eye coordination is necessary to operate equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of the job. While performing the duties of this job, the employee may work in all weather conditions. The employee occasionally works near moving mechanical parts, is required to work with hazardous machinery, work in high precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application/resume, rating of education and experience; oral interview and references check; job related tests may be required.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Team members holding this position will be required to perform any other job-related duties as requested. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

3/20/2026