



Effective Date: January 1, 2025

Organization: City of Barre, Vermont, USA

Position Title: Mechanic B

Department: DPW

Supervisor: Mechanic A

Salary Pay Grade 7 \$27.91 – 30.39 per hour

Summary/Objective

Performs semi-skilled mechanical work in the repair, overhaul, and maintenance of both diesel and gasoline-powered City automobiles, trucks, fire trucks and light equipment, small engines, and related mechanical equipment; and does welding as required.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Repairs and maintains city vehicles, heavy equipment, and all other public works vehicles including front-end loaders, backhoes, jet/vacuum trucks, and various trucks; performs major and minor engine repairs on gasoline and diesel-powered vehicles.
2. Repairs and tests brake, suspension, exhaust, heating, cooling, and transmissions.
3. Replaces fuel pumps, generators, and hose lines; adjusts valves and brakes; performs minor body repairs and repairs motors of sander/salter and other equipment as necessary.
4. Conducts regular maintenance of vehicles including lubricating equipment, changing oil and grease and cleaning, and washing vehicles as needed.
5. Cleans repair shop and assists in the maintenance of records on repair costs per vehicle.
6. Conducts State Safety Inspections on City vehicles.
7. Drives trucks and heavy construction equipment, loads, unloads and transports material, tools, supplies, and equipment as necessary for public works projects or maintenance.
8. Installs special equipment such as plow frames, lights, radios, and special wiring as necessary; performs electric, acetylene and arc welding as required.
9. Performs duties following established procedures and techniques, requiring independent judgment in operating equipment.
10. Submits time and work orders as appropriate.
11. Operates snow removal equipment, including loaders and all manner of plow trucks and sidewalk tractors as required.

Necessary Knowledge, Skills and Abilities

1. High school or technical school education and three years of mechanical fabrication experience.
2. Minimum one (1) year experience in maintenance and repair of heavy and motorized equipment, or equivalent automotive education, required.
3. Thorough knowledge of the tools, equipment and procedures used in motor equipment repair and maintenance.
4. Ability to locate, diagnose and repair a wide variety of equipment.
5. Must be able to work in a team environment.
6. Excellent communication skills, written and oral.

Competencies

1. Possess a valid CDL in good standing or be able to obtain it within 6 months of the hire date.
2. State of Vermont Certified Vehicle Inspector certification is required or must be obtained to complete probation.
3. Must pass a pre-employment drug test.

Supervisory Responsibility

This position has no supervisory responsibility.

Physical 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

PHYSICAL ACTIVITY REQUIREMENTS

- Employee is responsible for wearing and maintaining personal protective equipment.
- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-workers/supervisors/customers and to recognize audible warning devices from trucks and equipment.
- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Work frequently occurs in confined areas.
- The noise level in the work environment is sometimes loud.

| Primary Physical Requirements | | Other Physical Requirements | |
|-------------------------------------|------------------------|--|------------------------|
| Lift up to 10 lbs.: | Performed regularly | Twisting: | Occasionally performed |
| Lift 11 to 25 lbs.: | Performed frequently | Bending: | Performed frequently |
| Lift 26 to 50 lbs.: | Performed rarely | Crawling: | Occasionally performed |
| Lift over 50 lbs.: | NA | Squatting: | Occasionally performed |
| | | Kneeling: | Occasionally performed |
| Carry up to 10 lbs.: | Performed frequently | Crouching: | NA |
| Carry 11 to 25 lbs.: | Performed frequently | Climbing: | Occasionally performed |
| Carry 25 to 50 lbs.: | Performed occasionally | Balancing: | Occasionally performed |
| Carry over 50 lbs.: | NA | Work Surfaces | |
| | | | |
| Reach above shoulder height: | Occasionally performed | | |
| Reach at shoulder height: | Performed frequently | In Avg. 8 hour Day Employee is Required to: | |
| Reach below shoulder height: | Performed frequently | Sit | |
| | | Consecutive Hrs. | 1 2 3 4 5 6 7 8 |
| Push/Pull: | Performed frequently | Total Hrs. | 1 2 3 4 5 6 7 8 |
| Hand Manipulation | | Stand | |
| Grasping: | Performed frequently | Consecutive Hrs. | 1 2 3 4 5 6 7 8 |
| Handling: | Performed frequently | Total Hrs. | 1 2 3 4 5 6 7 8 |
| Torquing: | Occasionally performed | Walk | |
| Fingering: | Performed frequently | Consecutive Hrs. | 1 2 3 4 5 6 7 8 |
| | | Total Hrs. | 1 2 3 4 5 6 7 8 |
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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Internal: Internal work may include occasional work performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. The noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

External: External work requires constant exposure to highway maintenance, construction, and other locations while performing highway maintenance work which includes exposure to environmental hazards and various weather conditions. Such external work requires exposure to maintenance and construction vehicles and operations which may lead to injuries typical of such work.

Position Type/Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m. However, the position requires the ability to work during nonstandard hours when the need arises.

Travel

Local travel may be required between facilities, public works garage, job sites or to vendors may be required.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States
Must be able to get to and from work on a consistent basis

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.