

## TOWN OF MILTON

### Job Description

Title: Fleet Mechanic – Highway Division

Revision Date: 2019

Department: Public Works

Reports to: DPW Highway Superintendent

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#### **OVERVIEW OF POSITION**

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

The Fleet Mechanic provides oversight of maintenance and repair of all vehicles, tools and equipment in the Town's fleet. This involves diagnosing, scheduling and performing maintenance/repair of equipment at the garage along with planning and coordinating repairs with outside vendors. Will perform Vermont vehicle inspections.

#### **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. Perform other tasks such as cutting brush, street sign Maintenance, truck driving, etc.

Other public infrastructure management tasks, including landscaping.

#### **Qualifications**

Specific knowledge and experience (preferably in a municipal setting) 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. Needs to do work in a clean and organized fashion.

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.

Computer skills.

Must possess own tools

**Training/Experience**

A minimum of five (5) years of experience in the general repair of vehicles is required (including small engines/equipment, fire trucks, ambulances, police cruisers). Experience working with large trucks and other heavy equipment used in water/wastewater operations.

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.

Vermont Inspection Mechanic certification preferred or ability to obtain 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 all Town departments in order to ensure they are in safe working order.

The Town of Milton is an Equal Opportunity Employer.

