



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of Human Resources

### **Mechanic, Fabricator, Truck Driver, Laborer Job Description**

#### **Job Summary**

Responsible for maintaining the fleet of vehicles and equipment of the Highway Department. Conduct ongoing and regular inspections and perform scheduled and preventative maintenance. Responsible for parts acquisition, record-keeping, and maintenance budget management. May need to respond to on-demand/in the field calls for service. Perform skilled work constructing and maintaining (including winter maintenance) the Town's transportation infrastructure with various pieces of equipment. Manual labor in support of construction and maintenance tasks.

#### **Supervision Received**

Road Agent

#### **Supervision Exercised**

None

#### **Examples of Duties and Responsibilities**

- Ensure proper maintenance of Highway Department equipment; including (but not limited to) six dump trucks, two one-ton trucks, two pickup trucks, two loaders, one grader, one backhoe, one tractor, and one chipper.
- Manage Highway Department maintenance budget.
- Inventories and maintains mechanical tools and equipment inventory in proper working order and requests needed or anticipated mechanical tool purchases.
- Oversee all maintenance activities on equipment; including maintenance performed by other Town employees and outside agencies.
- Manage equipment downtime through effective prioritization of maintenance tasks.
- Perform scheduled and preventative maintenance on all equipment.
- Responsible for component replacement including (but not limited to) suspensions, brakes, clutches, transmissions, and hydraulic systems.
- Perform ongoing and regular inspections to catch problems early.
- Responsible for sourcing replacement parts for maintenance activities.
- Establish and maintain maintenance record keeping from repair order to completion.
- Utilizes software tracking to communicate work performed for all other department employees.
- Available to operate Town equipment during road construction and maintenance activities (including winter maintenance).
- Available for emergency response to weather events and breakdowns.
- Perform manual labor in support of construction and maintenance activities.

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.



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### **Knowledge, Skills, and Abilities**

- Minimum 10 years' experience with progressive responsibility for the types of equipment maintenance activities described above. State inspection license desired.
- Certified welder or 10 years' experience with metal fabrication or welding.
- Demonstrated experience and competency maintaining and replacement equipment components including (but not limited to) suspensions, brakes, clutches, transmissions, and hydraulic systems.
- Capable of understanding and diagnosing auto-electric components.
- Be able to multi-task in a busy environment where traffic may be ongoing, and people are unloading materials to bring to various locations.
- Maintains effective working relationships with other employees and the public.
- Effective communication.
- Be dependable, reliable, and timely.
- Be able to lift up to 50 lbs., to handle materials efficiently, and to move quickly if needed.
- Have a valid Class B or higher Commercial Driver's License or ability to acquire within 90 days of hire.
- Experience operating equipment preferred.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

### **Working Conditions and Physical Demands**

Physical and Mental Requirements: Moderate physical effort generally required in performing Mechanic, Fabricator, Truck Driver, Laborer duties. Position requires the ability to operate various facility equipment. Regularly required to lift items weighing up to 50 pounds. The employee is frequently required to use hands to touch, handle or feel facility equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Frequently required. Lift 26 to 50 lbs.: Frequently required. Lift over 50 lbs.: Occasionally required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Frequently required. Squatting: Frequently required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Frequently required. Carry 26 to 50 lbs.: Frequently required. Carry over 50 lbs.: Occasionally required.	Kneeling: Frequently required Crouching: Frequently required. Climbing: Frequently required. Balancing: Occasionally required.								
Reach above shoulder height: Frequently required. Reach at shoulder height: Frequently required. Reach below shoulder height: Frequently required.	<p style="text-align: center;"><b>Work Surface(s)</b></p> Indoor and outdoor surfaces including uneven surfaces and surfaces in inclement weather.								
Push/Pull: Frequently required									
<b>Hand Manipulation</b>									
Grasping: Frequently required. Handling: Frequently required. Torqueing: Occasionally required Touching: Frequently required.	<p><b>During an 8 Hour Day Employee is Required to:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Consecutive Hours</u></th> <th style="text-align: left;"><u>Total Hours</u></th> </tr> </thead> <tbody> <tr> <td>Sit: approximately 2</td> <td>Up to 10+</td> </tr> <tr> <td>Stand: approximately 4</td> <td>Up to 10+</td> </tr> <tr> <td>Walk: approximately 4</td> <td>Up to 10+</td> </tr> </tbody> </table>	<u>Consecutive Hours</u>	<u>Total Hours</u>	Sit: approximately 2	Up to 10+	Stand: approximately 4	Up to 10+	Walk: approximately 4	Up to 10+
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