

**TOWN OF MANCHESTER  
POSITION GUIDE**

Title: Mechanic II  
Department: Public Works/Fleet Maintenance Division  
Reports to: Work Coordinator

**NATURE OF WORK**

Under general supervision, performs skilled mechanical work in the repair and maintenance of Town automobiles, trucks, heavy and light equipment (both diesel and gasoline powered) and small motors.

**ESSENTIAL JOB FUNCTIONS**

Performs maintenance and repair of automobiles, trucks and other heavy construction and maintenance equipment.

Receives work order or oral instructions from supervisor, who reviews work in progress. Completes work order and submits to supervisor and enters work order data into computer.

Performs moderately complex repair work involving the setting up of test equipment or use of special tools.

May trouble-shoot codes in on-board computers and makes necessary repairs to affected systems.

Plans and organizes work procedures using repair manuals, charts, and experience.

Operates vehicle or equipment, or uses lift or jack to analyze, test, inspect and determine cause of malfunction. Uses mechanic's hand tools and power equipment to remove, disassemble, and repair, rebuild or replace defective parts or units.

May install and maintain all police speciality equipment including but not limited to, light bars, sirens, headlight flashers, shotgun racks.

May perform analytical and diagnostic testing in order to comply with mandated vehicle emission requirements.

Cleans and maintains facilities as assigned. Installs a variety of attachments to vehicles and equipment. Follows standard safety procedures and regulations.

**OTHER JOB FUNCTIONS**

Maintains power mowers, chain saws and related power equipment. Makes roadside repairs. Answers radio and telephone as required. Assists in the preparation of vehicles and equipment for repair work by private dealers.

Performs other duties as assigned.

**Mechanic II (cont.)**

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of materials, methods and techniques used in the maintenance of automotive and heavy public works equipment.

Knowledge of mechanical, machinist and electrical trade practices as applied to automotive, heavy trucks, and heavy construction equipment repair.

Skill in welding and in the use of skilled mechanics' tools.

Ability to understand and carry out instructions furnished in oral and written form.

**PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

May lift, push, pick up and/or carry objects or equipment weighing 50 to 150 pounds. Must be mobile and able to perform difficult manipulative skills and sit and stand for prolonged periods; able to remain in uncomfortable position for long periods such as bending over vehicles.

Must be able to perform gross body movements and tasks which require hand-eye coordination and arm-hand steadiness.

Must be able to see objects far away, as in driving; see objects closely as in reading a report; discriminate between colors as in electrical wires. Able to hear normal sounds with some background noise. Able to communicate through human speech.

Able to concentrate on fine detail with constant interruption; needs to attend to task/function for more than 60 minutes at a time. Able to remember multiple tasks/assignments given to self and others over long periods of time.

Possible exposure to hazardous waste materials; high and low temperatures; sudden fluctuations in temperature; seasonal conditions in outside weather; grease and oil; toxins; poisonous substances; dust; chemicals; bodily injuries; loud or unpleasant noises; high humidity and wetness; electrical hazards; burns; electro-magnetic radiation.

Must possess physical ability to utilize respirators as required by OSHA regulations.

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from standard high school or trade/vocational school with three (3) years' experience as a skilled mechanic in the repair and maintenance of automotive, heavy truck and heavy construction equipment. Must hold valid Connecticut Commercial Driver's License (CDL) with air brake, tanker endorsements. ASE Master Mechanic automotive certification preferred.

*(THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB.)*

*Approved, Board of Directors: January 12, 1999, Action #35-99  
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