



## CITY OF DOVER, NEW HAMPSHIRE

### Position Description

<b>Position:</b> Heavy Equipment Mechanic II	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Heavy Equipment Mechanic II	<b>FLSA Status:</b> Non-Exempt, Regular FT 40 hrs/wk
<b>Occupational Grouping:</b> Labor & Trade Services	<b>Union - Grade:</b> AFSCME – Grade 17
<b>Organizational Unit:</b> Community Services Department	<b>Primary Job Location:</b> Public Works, Mast Road

**JOB SUMMARY:** Performs skilled mechanical work in the repair and maintenance of gasoline and diesel powered vehicles and heavy equipment.

**ACCOUNTABILITY:** Works under the general supervision of the Fleet Supervisor who assigns work. Employees of this class use independent judgment regarding procedures and methods. Work is reviewed to assure conformance with instructions and maintenance standards.

**SUPERVISION EXERCISED:** None.

**TYPICAL EQUIPMENT USED:** Computer; computer tablet; telephone; calculator; personal protective equipment, various hand and power tools; analog and digital diagnostic/measuring devices; electronic, mechanical and hydraulic equipment; jacks, lifts and hoists; lathe and presses; welding and body repair equipment; two-way radio and pager; passenger and commercial motor vehicles; heavy equipment.

**TYPICAL WORK ENVIRONMENT:** Inside: 90%      Outside: 10%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Overhauls, adjusts, maintains and repairs motor driven equipment such as automobiles, trucks, graders, tractors, sweepers, loaders and related mechanical equipment; installs or builds special accessory equipment and attachments.
2. Performs major repairs by disassembling, replacing worn or broken parts, assembling and adjusting gasoline and diesel engines, clutches, transmissions, drive trains, rear and front ends, suspension systems, electrical and ignition systems, brakes, hydraulic and pneumatic equipment, cooling systems, exhaust and pollution control devices and accessory power equipment.
3. Uses computer for diagnoses or trouble-shooting of fault codes on any piece of equipment with internal computer-based controls.
4. Performs minor and major tune up of electrical and fuel systems, using appropriate test and repair equipment and tools.
5. Make emergency repairs of equipment at job sites or equipment location, as required.
6. Weld and modify equipment and fabricate parts and devices as necessary or as directed. Fabricate and install special equipment for other city departments.
7. Installs lights, light brackets, mirrors and other accessories; install and replace snowplowing and sanding equipment.
8. Maintains digital Fleet Maintenance records by timely submitting repair information upon completion of a job.

9. Operates vehicles and equipment as necessary to ensure it is properly functioning.
10. May perform regularly scheduled maintenance on vehicles such as oil changes, grease and lubrication, tire changes and other service maintenance as required.
11. May occasionally repair small engines.
12. Maintains availability when requested to meet emergency situations.
13. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
14. Maintains familiarity with and executes safe work procedures associated with assigned work.
15. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Frequently required.          -26 to 50 lbs.: Occasionally required.          -over 50 lbs.: Occasionally required.</p> <p><b>CARRY:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Occasionally required.          -26 to 50 lbs.: Occasionally required.          -over 50 lbs.: Occasionally required.</p> <p><b>REACH:</b>          -above shoulder height: Occasionally required.          -at shoulder height: Frequently required.          -below shoulder height: Occasionally required.</p>	<p><b>PUSH/PULL:</b> Occasionally required.  <b>TWISTING:</b> Occasionally required.  <b>BENDING:</b> Occasionally required.  <b>CRAWLING:</b> Rarely required.  <b>SQUATTING:</b> Rarely required.  <b>KNEELING:</b> Occasionally required.  <b>CROUCHING:</b> Occasionally required.  <b>CLIMBING:</b> Occasionally required.  <b>BALANCING:</b> Not required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Frequently required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>          Sit: 1 hours          Stand: 2 hour          Walk: 1 hour</p>	<p><b>TOTAL HOURS:</b>          Sit: 2 hours          Stand: 5 hour          Walk: 1 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> Necessary for detecting noxious odors and leaks.</p>
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**TYPICAL WORK SURFACE(S):** Service counter; work benches; tables; tile and concrete floors; ladders, stairs and scaffolding, outside surfaces including flat, sloped and uneven ground; within operator cabs, engine compartments; under and on trucks and heavy equipment/machinery.

**TYPICAL CONTROLS & EQUIPMENT:** Key board/pad; computer mouse; computer tablet; electronic, mechanical, hydraulic controls; radio/pager; motor vehicle.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Some exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work is near moving or mechanical parts and on or around heavy equipment. Exposed to fumes, airborne particles, fuel, solvents, lubricants, and toxic or caustic chemicals.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Thorough knowledge of standard practices, methods, materials, tool and equipment used in the maintenance and repair of heavy duty gasoline and diesel engines/equipment. Thorough knowledge of hydraulic systems, electrical systems, accessory power equipment, and welding and metal fabrication. Skill in the use of mechanic's tools, materials and equipment. Ability to follow detailed oral and written instructions, technical manuals, diagrams and electrical schematics. Ability to diagnose mechanical and electrical defects and determine parts and adjustments necessary for repair. Ability to advise equipment operator on technical and mechanical difficulties. Ability to perform strenuous physical labor indoors and outdoors in occasionally adverse and varying weather and climatic conditions.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** High School diploma or equivalent. Five (5) years experience in the repair of heavy duty gas and diesel engines/heavy equipment. Extensive training in welding, electrical and fuel systems. Valid CDL-B with air brake endorsement. ASE certification and NH Vehicle Inspection license.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input checked="" type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 07/01/96  
Job Description Developed: 07/01/96  
Revised: 05/17/2018