

**POSITION:**

Mechanic/Laborer, Department of Public Works

**PURPOSE:**

**Mechanic** - This position is responsible for the maintenance and repair of all Borough equipment for which he/she is trained, including buildings as needed. Oversees contracted repair for those vehicles/items which the Borough is unable to undertake internally. Assists with all projects required to make the Borough function. Other tasks as needed.

**Laborer** - The members and work of each group is interchangeable and designation in each group is for primary assignment only.

**Sanitation Group:**

The purpose of this group is to promote a healthy environment by providing an effective, reliable, cost efficient system for removing refuse from the Borough of Lewisburg and to promote recycling efforts as required by the Commonwealth of Pennsylvania. When necessary, refuse workers will be asked to assist with other Borough tasks including maintenance and recycling.

**Maintenance Group:**

The purpose of this group is to maintain public works equipment, streets, roads, alleys, recreation areas, parks, public buildings and other Borough properties. When necessary, maintenance workers will be asked to assist with other Borough tasks, including refuse and recycling.

**AUTHORITY:**

Reports to Borough Foreman (or Borough Manager as needed)

**RESPONSIBILITIES AND DUTIES:**

Under the supervision of the Borough Foreman or Supervisor, performs a variety of skilled work related to equipment repairs/maintenance. Performs a variety of semi-skilled and skilled work in the operation of light, medium and heavy equipment and light to heavy duty trucks. Performs a variety of semi-skilled and skilled duties related to refuse disposal, construction and maintenance of Borough roads and other Borough facilities.

**GENERAL JOB DUTIES:**

1. Tuning engines, changing tires, servicing all vehicles.
2. Preventive maintenance on all vehicles & equipment.
3. Work on engines, transmissions, hydraulic cylinders, pumps, brakes and electrical systems.
4. Responsible for seasonal equipment preparation.
5. Read diagrams and trouble shoot electrical issues with equipment.
6. Assist with preparing specifications for needed equipment, inventorying and preparing requisitions for annual needs and purchasing immediately needed items to effect repairs.
7. Operate a variety of Borough vehicles and equipment for which they are trained which may include, but not be limited to: refuse trucks, single axle dump trucks, dual axle dump trucks with automatic and manual transmissions, loaders, roller and compactors, tractors, sweepers, snowplows and salters, snow blower, grader, backhoe/front end loader, leaf vacuum, skid steer and all attachments, bucket truck and forklift.
8. Performs required manual labor in construction and maintenance projects; checks and services assigned equipment.
9. Assists in loading and unloading of trucks, laying of pipe, using air tools and jackhammers, and other hand tools related to job.
10. Observes safety procedures and understands hazards related to construction, maintenance and equipment operation.
11. Performs others duties as directed.

**Sanitation Group:**

1. Scheduled removal of trash from residences.
2. Scheduled removal of trash from Borough businesses which may involve two, three, four, or six cubic yard metal containers.
3. Maneuver equipment safely in narrow streets & alleys.
4. Maintain sanitation equipment in clean and safe working condition.

5. Inspect their vehicles for safe conditions at the start of each shift.
6. Recognize and report potential problems of collected trash.
7. Be courteous and controlled with public.
8. Deliver trash to licensed landfill.
9. Perform additional tasks as assigned by the Borough Foreman or Borough Manager.

**Maintenance Group:**

1. Maintain streets, roads, alleys and parking lots.
2. Maintain and inspect parks and recreation areas.
3. Maintain public buildings and other Borough properties.
4. Maintain auxiliary features of above areas.
5. Maintain public works equipment.
6. Construct minor buildings and facilities.
7. Remove snow, as required.
8. Control traffic, when necessary, during maintenance and snow removal.
9. Collect and dispose of leaves/brush in prescribed manner.
10. Perform additional tasks as assigned by the Borough Foreman or Borough Manager.

Employees classified as Department of Public Works employees must note that they are considered “Essential” employees and may be called at any hour day/night, Monday – Sunday, to perform their job duties and must respond.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Education -** High School Degree or GED required. Specialized technical training in

vehicle maintenance/diesel mechanics or substantial experience in such areas is required.

**Mechanic/Laborer Experience:**

Minimum of two (2) years of experience working as a mechanic on vehicles or the completion of specialized training in mechanical repair from a reputable educational or apprentice program.

Experience working in a municipal government public works department is preferred.

**Physical Condition** - Excellent. Must be able to climb, lift, crawl and work in extreme weather conditions. 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 the essential functions.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk and talk or hear, and work in confined spaces. The employee is regularly required to sit, climb or balance; stoop, kneel, crouch or crawl, and smell.
2. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**License** – Possession of a valid Pennsylvania Driver’s License shall be required. Class B Pennsylvania Commercial Motor Vehicle Operator’s License with Air Brakes Endorsement **required**.

**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.

1. While performing the duties of this job, the employee regularly works outside in all weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
2. The noise level of the work environment is usually loud.

**Special Skills** - Basic mathematical and reading skills. Common sense and courtesy in public relations. Ability to supervise employees. Ability to interact well with the Borough Foreman, Borough Manager, Borough Office Staff, Elected Officials, and the public.