

# Haverford Township - Job Description



Department: Public Works / Vehicle Maintenance

Position: Mechanic

FLSA: Non-Exempt

Hours: 6:30 AM to 3:00 PM, Monday through Friday (40 hours per week,)

24-hour on-call availability.

Wage Rate: \$24.88

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## Position Summary:

This full-time position is generally responsible for the year round maintenance and repairs of all Township owned vehicles and heavy equipment. This position will be expected to work both independently and as part of a team.

## Qualifications:

- Applicants must possess or acquire a valid PA CDL driver's license.
- Applicants must possess and acquire a PA State inspection license.
- Applicants must have formal educational training in vehicle maintenance.
- Applicants must have a minimum of five years' experience.
- Applicants must have all the required tools.
- Must have basic skills in Hydraulics systems.
- Must have general knowledge of Electric vehicle and Hybrid vehicle.
- Must have general knowledge of gasoline and diesel-powered equipment.
- Must have experience in all aspects of electrical systems.
- Must have basic skills with scan tools and diagnostic equipment.
- Must have experience in air conditioning systems.
- Must have basic skills in Fabrication.
- Must be able to perform heavy manual labor under varying weather conditions.
- Must be able to accept and comprehend oral and written instructions.
- Must be willing to learn new skills as necessary.
- Must attend training sessions as directed.
- Must be able to work well with others.
- Must demonstrate initiative and innovation in achieving results.
- Must adhere to high ethical standards and personal integrity.
- Must use available resources efficiently.
- Must be well-organized.
- Must be able to work diplomatically, courteously, and professionally with individuals who may be angry, frustrated, or upset.

## Supervision received:

Works under direct supervision of the Vehicle Maintenance Supervisor with occasional direction from the Assistant Director of Public Works and the Director of Public Works. Some assignments may be conducted under general supervision; oral and written instructions are provided by the supervisor daily. Performs routine duties that occasionally are carried out independently but are subject to progress checks during and upon completion for satisfactory performance.

## Essential Functions:

- Repair and maintenance of all township equipment including fire apparatus, sanitation trucks, highway dump trucks, police cars, recreation vehicles, and all heavy equipment.
- Works with Trouble Code Diagnostics using scan tools and laptops.
- Welding and fabricating including ACR, MIG, TIG, gas cutting, and grinding.
- Work requires minimal travel for training and other events.
- Works under field conditions with unavoidable exposure to inclement weather and a variety of hazardous conditions such as dust, fumes, and dangerous road conditions.
- Personal protective equipment and safety gear must be utilized by all public works employees.
- Will be required to participate in various training sessions and instructional classes on public works practices.
- Other public works related to duties will be occasionally assigned.

## Physical Demands:

- Frequent strenuous physical effort required, ability to lift and carry 50 to 100 pounds. Required to bend, kneel, reach, squat frequently, and climb a ladder throughout a work shift—frequent movement in and out of equipment and vehicles.
- Will be required to work shifts greater than (8) hours during winter and emergency operations.
- Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.

## 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 essential functions.

- Position involves a great deal of bending, squatting, kneeling, climbing, reaching and twisting.
- Work occasionally involves responding to angry, frustrated, or upset individuals.

## Antidiscrimination Policy:

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap, or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

**The last day to apply for this position is January 23, 2024**

## Selection Guidelines:

Formal application, rating of experience; oral interview and reference check; job job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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