



TOWN OF WESTBOROUGH MASSACHUSETTS

ASSISTANT TOWN MANAGER
Kimberly Foster

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MECHANIC Department of Public Works Maintenance Division

The Town of Westborough Department of Public Works seeks applications from energetic, team-oriented individuals for the full-time position of Mechanic. Position is primarily focused on preventative maintenance, repair, parts inventory, procurement, and disposal of the Town's vehicle fleet and equipment inventory. Additionally, the position requires availability for on-call duties during inclement weather events and other emergencies including snow removal.

Applicants shall possess a high school diploma or general education degree and three to five years of experience in automotive repair; or any equivalent combination of education and experience.

Must have Massachusetts CDL Class B or greater. Tanker endorsement preferred. Must have Massachusetts Hoisting License for Backhoe/Front End Loader.

A full job description may be obtained at the Town of [Westborough Human Resources website](#).

This is a union position, grade W-5; wage range of \$22.55 – \$31.85/hour, DOQ. Interested persons should submit a resume to Kimberly Foster, Assistant Town Manager, 34 West Main Street, Westborough, MA 01581 or email via jobs@westboroughma.gov. Applications will be reviewed as received.

The Town of Westborough is an EOE that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community and all are encouraged to apply.



TOWN OF WESTBOROUGH MASSACHUSETTS

Job Title: Mechanic	Reports To: Master Mechanic
Department: Department of Public Works	Job Code: W-5
Location: Department of Public Works, 131 Oak Street	Hours per week: 40
Revised:	FLSA Status: Non-Exempt

Summary: Performs routine to complex manual work in automotive maintenance, repair program and projects in connection with the Town of Westborough's vehicle fleet by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties and responsibilities performed by employees classified in this position may require the employee to work across multiple divisions within the Department of Public Works.

Assists Master Mechanic in the procurement, preventative maintenance, repair, parts inventory and disposal of the Town's vehicle fleet and equipment inventory. May make recommendations for the procurement of other equipment, materials and tools.

Works according to safety regulations, maintains good work attitude toward workers, requisitions supplies and equipment required for fleet maintenance and maintaining parts inventory as needed.

Maintains work records pertaining to current and future work assignments utilizing computer software.

May generate estimates for purchase of new/used vehicles and cost analysis reports pertaining to estimated vehicle life expectancy.

Performs daily visual checks for damage, safety and unscheduled maintenance.

Performs checks of equipment for evidence of vandalism and the need for emergency repairs or unscheduled maintenance.

May participate in other public works operations as needed including but not limited to cemetery operations, highway repairs, snow removal and salt/sand operations, tree operations and seasonal responsibilities including but not limited to setting up for town events, mowing, leaf and rubbish collection, field and/or building maintenance and water and sewer maintenance and repair.

Supervisory Responsibilities: This position has no supervisory responsibility.

Education and/or Experience: High school diploma or general education degree (GED) plus three to five years experience in automotive repair service; or any equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have some knowledge of Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Must have a Massachusetts CDL Class B or greater. Tanker endorsement preferred. Massachusetts Hoisting License for Backhoe/Front End Loader .

Other Skills and Abilities: Thorough knowledge of operations of the Public Works fleet. Ability to plan and direct the work of crews, provide oral instructions, prepare essential reports and maintain important records and display a high sense of public relations. Skill in diagnosis, repair and maintenance of vehicles, trucks, equipment, small engines and heavy equipment. Thorough knowledge shop maintenance operation and parts inventorying. Displays good disposition and utilizes good communication skills in dealing with suppliers and other Town departments and personnel.

Other Qualifications: Must have ability to be on-call and able to respond to emergency calls outside of normal work hours. May be required to work shifts greater than eight (8) hours. Must have ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.

Physical Demands: 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.

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

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.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually loud.

Prepared By: John Walden, DPW Manager	Date: 4/27/2012
Approved by Personnel Board	Date: 12/16/15
Recommended by Town Manager	Date: 3/24/15
Approved by Board of Selectmen	Date: 4/14/15