



# TOWN OF FREEPORT

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**POSITION:** Mechanic/Equipment Operator      **FT/PT Status:** Full Time

**DEPARTMENT:** Public Works

**SUPERVISOR(S):** Public Works Director      **FLSA Status:** Non-Exempt

## **POSITION SUMMARY**

This is skilled work in the repair and maintenance of a variety of public vehicles and equipment including automobiles, light and heavy trucks, and all other special and standard public works equipment and attachments. Employees of this class are responsible for performing repairs and maintenance on all Town vehicles, scheduling regular maintenance, and keeping all repair and related records. Work involves the maintenance of the garage, tools, and supplies. This position is also responsible for independently operating a variety of construction and maintenance equipment to accomplish assigned tasks. Work is performed under the general supervision of the Public Works Director.

Must be able to pass an equipment and driving test to be administered by the Public Works Director or their designee. Must be able to pass a pre-employment physical and drug test.

The Town of Freeport values high levels of teamwork and cooperation by and between all departments, equity, constructive and collaborative problem solving, integrity, confidentiality, and an ethic of public service. The Public Works Mechanic/Equipment Operator will foster and support those values.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Illustrative Only – Includes, but is not limited to the following:)*

- Performs varied repair and regularly scheduled maintenance on all Town vehicles, including Public Works equipment, police and fire and rescue equipment.
- Diagnoses defects of motor vehicles and mechanical equipment.
- Road tests equipment to locate defects and to check repair work; answers field calls to repair or haul in defective equipment.
- Uses mechanical hand and power-driven tools and equipment such as grinders, drill presses, testing and welding equipment and other shop tools and equipment.
- Schedules all repairs; orders and picks up parts.
- Is responsible for care and upkeep of related tools, equipment, and shop area including the ordering of parts and supplies.
- Maintains records of the work and repairs made to Town vehicles.
- Assists the public works crew in seasonal activities including general road repair, sidewalk clearing, snow plowing, and some carpentry and building maintenance when necessary.
- Performs related work as may be required.

## **COMPETENCIES**

- Ability to plan, assign, and review the work of automotive mechanics and other employees engaged in automotive repair and servicing.

- Ability to read, write legibly and follow written/oral instructions in English.
- Ability to learn and safely operate a variety of construction equipment and trucks—including light rollers, front-end loaders, backhoes, road maintainers, street sweepers, and sidewalk machines—in accordance with traffic laws and safety regulations.
- Ability to understand and carry out oral and written instructions, and work independently in the performance of routine duties.
- Ability to complete required annual operation and safety training provided by the Town.

#### **GENERAL EXPECTATIONS**

- Supporting the Town's mission, vision, and values by supporting a pleasant, productive, professional, and safe work environment.
- Follow the personnel policies as outlined in the Personnel Code.
- Conduct self with the highest standards for ethical and professional behavior.
- Maintain confidentiality and protect the Town by keeping information concerning employees, citizens, and Town operations confidential.
- Communicate with and treat each person in an honest, respectful, and understanding manner.
- Comply with all safety requirements, follow established policies and procedures, and report all workplace injuries, incidents, or concerns immediately.
- Be neat, clean, and appropriate in your personal appearance and hygiene.
- Contribute to a positive, team-oriented work environment.
- Engage in active listening, and demonstrate openness to the opinions, background, and experiences of others.
- Be punctual for scheduled work or meetings and use time appropriately.
- Take responsibility and ownership for decisions, actions, and results.

#### **KNOWLEDGE REQUIREMENTS**

- Graduation from high school, vocational school or equivalent, with one to three years of experience in a mechanics trade, particularly on heavy equipment involving welding preferred. Any equivalent combination of training and experience which permits the effective performance of all job responsibilities considered.
- Maine Class B driver's license is required; Maine class "A" license preferred.
- Considerable knowledge of the operating and repair characteristics of a variety of equipment utilized by the Public Safety employees and the Public Works Department.
- Thorough knowledge of the standard practices, methods, equipment, and tools of the automotive and construction equipment trade.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Must have/obtain, and maintain in good standing, State Vehicle Inspection Certification.

#### **PHYSICAL REQUIREMENTS**

*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 class, the regular physical activity required includes driving, walking, standing, stooping, pushing, and pulling; working in inclement weather conditions. Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus. Regular physical effort required; the ability to lift, carry and position objects utilizing proper body mechanics and techniques, up to 50 lbs. above shoulders, lift and carry up to 75 lbs., and push or pull 150 lbs. Moderate to high exposure to injury or other hazard.

**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 these essential functions.*

While performing the duties of this class, the employee is regularly required to use written and oral communication skills. The noise level in the work environment is generally moderate to loud; normally outdoors and sometimes unpleasant situations with exposure to extreme elements and temperatures. The employee will perform work on multiple concurrent tasks; with constant interruptions; and interact with officials and the public.

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**The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.**

*All requirements and skills are considered to be essential, unless otherwise indicated.*

All individuals, including those who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either with or without a reasonable accommodation to be determined by management on a case-by-case basis.

The job description does not constitute an employee 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.