

TOWN OF WAKEFIELD

JOB TITLE: Maintenance Engineer

12/27/07

DEPARTMENT: Highway

STATUS: Full-Time, Non-Exempt

LABOR GRADE: 4

JOB SUMMARY: This position assists the Chief Maintenance Engineer in repairing and maintaining a variety of vehicles and heavy equipment and performs the responsibilities of a heavy equipment operator.

MAJOR DUTIES:

- Repairs and maintains Town trucks and equipment.
- Performs welding and fabrication as necessary.
- Uses air and hydraulic equipment.
- Operates grader to grade dirt roads and other areas as instructed; operates other heavy equipment as needed.
- Performs varied duties in the construction, reconstruction, and summer and winter maintenance of Town roads, culverts, and storm sewers.
- Responds to emergency conditions caused by ice and snow storms, flooding, wind storm damage, and other situations affecting the safe and expeditious flow of traffic on Town roads.
- Plows and removes snow, sands and salts streets, clears downed trees, and repairs roads as necessary.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the methods, materials, tools and equipment used on highway maintenance and public works projects.
- Knowledge of the work hazards, safety practices and traffic laws relating to construction equipment operation.

- Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work.
- Ability to be available to respond to emergency situations and seasonal needs.
- Ability to use hand and power tools.
- Ability to perform manual labor and make minor repairs on equipment.
- Ability to perform frequent strenuous physical effort under adverse weather conditions
- Ability to read and follow state and local laws, rules, regulations and policies and procedures.
- Ability to detect errors in equipment operations and maintenance.
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public.

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader

scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Possession of, or ability to readily obtain, a valid NH CDL with endorsements for equipment used by the Town.