

City of Berlin

HEAVY EQUIPMENT MECHANIC / WELDER / TRADESPERSON

Title HEAVY EQUIPMENT MECHANIC / WELDER / TRADESPERSON

Department(s) Public Works

Reports to Public Works Director

Job summary

The purpose of this position is to provide skilled mechanical work in the repair and maintenance of gasoline and diesel engine powered vehicles and heavy equipment. This position will also provide trades skill in the construction field periodically

Summary of essential job functions

- Performs a variety of technical duties in the construction, operation, repair / maintenance of the various divisions of Public Works.
- Plans, schedules and implements construction and maintenance operations in the various Divisions in an efficient manner and to high standards.
- Control the use of materials, supplies and equipment used in maintenance, construction and repair of division facilities
- Requisition of supplies for projects
- Maintains variety of records relating to personnel, equipment, material and supplies.
- Maintenance of inventory of parts and materials and procurement of parts, tools and supplies.
- Insure buying practices meet City of Berlin purchasing policies.
- Provide information, both oral and written, as requested by Public Works Supervisor.
- Performs related work and work of a lesser skill or responsibility level as required.

Minimum requirements

Considerable knowledge and experience relevant to the construction field. Ability to plan and coordinate work. Some supervisory skills. The tradesperson must have ability to establish and maintain effective communications with Supervision and other employees. The ability to keep records so that there is clear documentation of work accomplished and a clear record of all changes to public works equipment. Ability to read and interpret construction plans, blueprints and technical manuals. Have a general knowledge of personal computer hardware and software including familiarity with the use of various software applications including word-processing, electronic spreadsheets and data bases. Ability to read, analyze, and interpret written direction and reports. Ability to write reports and update databases Abilities required.

Experience, Education/Licensure/Certification Requirements:

Completion of a high school education or equivalent. Seven years of progressively responsible experience in construction and the operation and maintenance of various types of large mobile equipment. Valid state driver's license, ASE Certification and NH Vehicle Inspection License are required. Commercial Driver's License Class B with air brake endorsement is required to be obtained within 6 months of the date of hire.

Other Training, Skills and Experience Requirements: Thorough knowledge of standard practices, methods, materials, tools and the maintenance and repair of heavy duty gasoline and diesel equipment. Individual must have a thorough knowledge of hydraulic systems, electrical systems, accessory power equipment and welding and metal fabrication. Skill in the use of mechanic's, and carpentry tools, materials and equipment. The ability to follow detail oral and written instructions, technical manuals, diagrams and electrical schematics. The ability to diagnose

mechanical and electrical defects and determine parts and adjustment for repair. Ability to advise equipment operators on technical and mechanical difficulties. Ability to perform strenuous physical labor indoors and outdoors in occasionally adverse and varying weather and climatic conditions.

Physical / Environmental Requirements

The physical demands described herein are representative of those required to meet the essential functions of the position. The physical requirements of this classification vary in intensity and degree based on assigned work and circumstances. This position entails both outdoor (95%) and indoor work (5%).

LIFT up to 10 lbs.:	Constantly required
LIFT 11 to 25 lbs.:	Frequently required
LIFT 26 to 50 lbs.:	Frequently required
LIFT over 50 lbs.:	Occasionally required. Assistance may be available

CARRY up to 10 lbs.:	Frequently required
CARRY 11 to 25 lbs.:	Frequently required
CARRY 26 to 50 lbs.:	Occasionally required
CARRY over 50 lbs.:	Occasionally required. Assistance may be available

REACH above shoulder height:	Occasionally required
REACH at shoulder height:	Constantly required
REACH below shoulder height:	Frequently required

PUSH/PULL:	Frequently required
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HAND MANIPULATION

Grasping:	Constantly required
Handling:	Constantly required
Torqueing:	Occasionally required
Fingering:	Frequently required

Controls and Equipment: Hand and power tools and equipment, motor vehicles and heavy and light equipment, telephone

Twisting:	Occasionally required
Bending:	Frequently required
Crawling:	Rarely required
Squatting:	Rarely required
Kneeling:	Rarely required
Crouching:	Rarely required
Climbing:	Occasionally required
Balancing:	Not required

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving instructions.
Sight:	Necessary to perform job effectively.
Tasting & Smelling:	Necessary for detecting fumes and gases.

DURING AN 8 HOUR DAY, EMPLOYEE MAY BE REQUIRED TO:

Consecutive Hours

Sit:	1 to 4 hours
Stand:	1 to 4 hours
Walk:	1 to 4 hours

Total Hours
Sit: 7 hours
Stand: 7 hours
Walk: 7 hours

WORK SURFACE(S): Rough, wet, slippery terrain. Concrete floor, dirt surfaces. Vehicle and equipment cabs.

Other Considerations

The employee may be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers. Due to the outdoor nature of the position, there may be exposure to extreme weather conditions including cold, heat, wind, rain, snow, sleet, and long periods of sunlight. It is possible that the employee will be exposed to poison ivy, oak, sumac, and insects such as wasps, hornets, bees, etc. May be exposed to sanitary and storm sewage.

Abilities Required

Work assignments of a repetitive nature, once learned, can be executed under general supervision. Work may be constantly checked by senior department personnel to ensure accuracy and completeness of assignments. Work often involves heavy physical exertion in extremes of heat, cold, and wet weather. This position requires that the employee is available to work overtime when called upon by supervisory personnel.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional Information

HR use only	
Job code	
Generic title	Heavy Equipment Mechanic / Welder / Tradesperson
Pay grade	per cba
Management? (Yes/No)	No
E/NE status	
Last revised	