



NEW BRITAIN TOWNSHIP JOB DESCRIPTION

Job Title: Mechanic/Driver/Laborer/
Equipment Operator

Date: January 2025

Department: Public Works

Status: Regular, Full-time,
Non-Exempt, Hourly

Incumbent:

Supervisor: PW Superintendent

Position Summary:

The Public Works Mechanic/Driver/Laborer/Equipment Operator position within the Township's Public Works Department that is responsible for the day-to-day maintenance of the township fleet consisting of all township-owned vehicles and equipment. This position is under the general direction and supervision of the Superintendent of Public Works.

Examples of Work – This is not an exclusive list but merely a few examples:

Maintains the township fleet in a safe and operable condition;

Responsible to carry out all work assigned by the Township Manager, Public Works Superintendent, and/or Public Works Foreman;

Responsible for the safe and efficient operations of the Public Works garage;

Maintains detailed records of repairs, maintenance, and inspection schedules;

Assists the Superintendent in budget recommendations pertaining to the township fleet;

Orders parts as needed;

Makes recommendations to improve work performance, efficiency, quality, and job safety;

Notifies Superintendent of needed vehicle repairs, replacement, or safety-related issues;

Responsible for snow plowing and deicing of township roadways, township parking areas;

Performs necessary roadwork as assigned including drainage, pipe replacement, patching, installation of signs, and paving;

Maintains Township grounds including mowing grass, trimming, weeding, tree trimming, planting, maintaining flower beds, painting (latex may be used), and trash removal;

Performs other related duties as required.

Essential Functions:

To always maintain a positive public service attitude;

To establish and maintain effective working relationships with subordinates, vendors, contractors, the public, etc.;

To contact outside vendors for vehicle repairs and state inspections as required;

To oversee all operations of the Public Works garage including authorizing and monitoring the use of the Public Works garage, equipment, and/or tools by township employees and/or any outside contractor;

To maintain detailed maintenance records;

To always maintain a clean, safe working environment free of discarded parts and supplies;

To immediately notify the Superintendent of any unsafe condition related to the township fleet;

To safely operate all Township-owned and/or -leased vehicles and equipment including but not limited to trucks, grader, street sweeper, dozer, backhoe, mowers, weed whackers, chainsaws, tar buggy, special tools and hand tools, etc.;

To assist all other members of the department and accomplish any of the duties and responsibilities assigned to any other member of the department as needed;

Ability and willingness to accept and work occasional scheduled overtime and **ALL** emergency overtime;

Job requires the physical ability to do the following:

To function in activities involving walking, bending, squatting, reaching, climbing stairs, driving a vehicle. In addition, the employee may be exposed to sun, dirt, dust, pollen, mud, noise, and changes in weather temperature and conditions including humidity and precipitation, and other ecological exposures (insects, poison ivy, etc.);

To sit, stand, and walk from one place to another;

To lift and carry up to 80 lbs.;

To see and hear.

Required knowledge, skills, and abilities:

Experience and working knowledge in the repair and operation of all types of vehicles, as well as, small and large equipment;

Experience and working knowledge in the general use of Public Works Department equipment, vehicles, power tools, hand tools, etc.;

Knowledge of materials, methods, and techniques commonly used in public works activities and operations;

Knowledge of the practices applied to the care and safe operation of public works vehicles, construction, and maintenance equipment.

Minimum Qualifications:

A high school diploma or equivalent and 5-years' experience as a Mechanic.

Possess and maintain a current and valid Commercial Driver's License (CDL) Class B Minimum-notification of status change is required within 24 hours of change.