



Town of Norfolk

One Liberty Lane
Norfolk, MA 02056

TOWN CLERK
NORFOLK

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MECHANIC Department of Public Works

Grade 7 / Union position with benefits
Full-time, 40 hours per week
Range: \$25.77 to 27.08 per hour

The Town offers competitive benefits including additional compensation in the form of stipends for licensees and clothing/boot allowance.

This position performs technical and skilled manual work associated with the operation of the Vehicle Maintenance Division which includes the use of DPW vehicles and property and specialized equipment to maintain and repair all Town vehicles and motorized equipment. This position reports to the Vehicle Maintenance Division Foreman.

Responsibilities:

- Maintains DPW and non-DPW Town motor vehicles and heavy equipment to include both gasoline and diesel engines; performs a variety of scheduled maintenance; diagnoses basic and complex problems; conducts basic and complex repairs to motor vehicles and heavy equipment.
- Maintains DPW and non-DPW Town light equipment and hand tools; performs and completes repairs as needed.
- Maintains work area and shop equipment in clean, safe, and orderly condition.
- Accounts for all replacement parts; may maintain parts inventory and stock as directed.
- Maintains records to ensure appropriate services at proper intervals.
- Logs and maintains detailed maintenance and repair records for all work performed.
- Actively participates in the Town's snow and ice control program, including after hours, weekend, holiday, and emergency work as is required by DPW employees.
- Operates vehicles and equipment for snow and ice control work; shovels, plows, sands, salts, chemically treats roadways and sidewalks; plows municipal parking lots and roadways.
- Participates in emergency and planned after hours, weekend, and holiday repairs to Town assets.
- Performs occasional work within divisions other than Vehicle Maintenance at the direction of the Director of Public Works.

Qualifications and experience:

High school graduate or equivalent with three to five (3- 5) years of related work experience in the operation, maintenance, and repair of motor vehicles and equipment, or an equivalent combination of education and experience. Must have an exemplary safety record and the ability to understand, follow, and transmit written and oral instructions. Must have valid driver's license, dependable vehicle, and a good driving record. Successful applicants must pass a criminal background check, pre-employment physical, and drug test.

Special Requirements:

- Must be able to obtain a valid Class-2A Hoisting License within six (6) months of employment.

To apply, candidates must email a cover letter, resume, and completed Town of Norfolk job application to jobs@norfolk.ma.us.