

Littleton Electric Light and Water Departments



FLEET MECHANIC

FUNCTION:

To perform tasks in connection with maintaining and repairing Department fleet and ancillary equipment.

REPORTING RELATIONSHIP:

Works under direct supervision of the Fleet and Facilities Coordinator.

DUTIES AND RESPONSIBILITIES:

- Perform diagnostic trouble shooting and service repairs on a full range of trucks, hydraulics systems associated with utility trucks and equipment, material handling aerial devices, plows, backhoes, air brake systems, small engines and equipment associated with them.
- Perform scheduled preventive maintenance and service inspections on a variety of vehicles.
- Record all activities on a service order issued for each piece of equipment.
- Order parts as needed to complete assigned repairs.
- Manage inventory and supplies necessary to vehicle maintenance.
- Keep a neat and clean work area.
- Attend training and seminars as needed to keep updated with the latest technology for performing functions of this position.
- Perform other necessary duties as required by management.

QUALIFICATIONS:

- Two years progressive experience as mechanic, with knowledge of basic hydraulic systems, welding, metal fabrication, and minor body repairs.
- Experience in vehicle electrical systems and fault diagnosis using a scan tool and associated test equipment
- Must have high school, trade school, or equivalent education.
- Must upon hire, pass a physical examination and drug test.
- Must be able to work independently in a safe and efficient manner through the proper selection and use of tools and safe work practices.
- Must have excellent computer skills, including Windows, Microsoft Word, Excel, database management, and report generation.
- Must hold a valid Class D Massachusetts Driver's license.

- Must obtain within twelve (12) months of hire a Massachusetts class B commercial driver's license (CDL), and hydraulic hoisting license.
- Will be subject to random drug and alcohol testing as required by MA DOT.
- Own and maintain the proper hand tools to perform job functions.
- Must actively seek and update ASE certification.