



Town of Hanover
Department of Public Works
495 Hanover Street
Hanover, Massachusetts 02339-1693
Telephone 781-826-3189 Fax 781-826-8915

Victor J. Diniak
Director of Public Works

Kurt Kelley
Deputy Superintendent
Field Operations

Neal Merritt
Deputy Superintendent
Water Operations

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Fire Department, Police Station, Council on Aging and the Town's Website

FROM: Victor Diniak, Director of Public Works

DATE: February 9, 2024

Job Posting

Motor Equipment Repairman – P5

The Town of Hanover Department of Public Works seeks a skilled mechanic for the Motor Equipment Repair Division. Essential duties and responsibilities include, but are not limited to: maintenance, repair, & testing of Town Vehicles, Construction Equipment, Implements & Attachments, and participation in the Town's snow & ice removal operations.

This is a full-time, hourly rate position and is covered under the Hanover Department of Public Works, AFSCME. The pay rate is currently \$28.32 per hour (P-5, Step 1). Additionally, applicants shall be willing to respond to Town-wide off-hour emergencies and support other DPW Divisions as needed or directed, including Snow & Ice Operations.

Applicants shall possess and maintain a valid Massachusetts Class B CDL with air brake endorsement and a Class 2A Hosting Engineer's License.

Apply in person at the DPW Administrative Office, 495 Hanover Street, Hanover, MA 02339. Office hours are Monday thru Friday, 8 am to 4 pm. Deadline for application is February 23, 2024, ***or until the position is filled.*** A complete job description is attached.

The successful candidates must also pass and maintain a clean status with CORI and other background checks as a condition of employment.

JOB DESCRIPTION

Job Title: Motor Equipment Repairman – Highway – P5
Department: Department of Public Works
Reports To: Foreman – Master Mechanic
FLSA Status: Non-Exempt
Prepared By: DPW Superintendent and Union Representatives
Prepared Date: 1/2000
Approved By:
Approved Date:

SUMMARY

Performs all maintenance and repairs of Town of Hanover vehicles and motorized equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs all of the duties of lower maintenance classifications and in addition:

1. Performs a wide variety of regular and the more complicated maintenance, repair and testing work on all Town vehicles, heavy and light construction equipment, attachments, motors, generators, pumps, compressors, emergency backup engines at the pumping stations as required and similar duties for various Town elements.
2. Locates and corrects defects, tests, and the returns to service of all vehicles and equipment.
3. Exercises a considerable degree of independent judgement in repair methods and replacement of parts.
4. Requisitions repair parts, tools, and supplies as required under the direction of the Master Mechanic.
5. Performs preventative maintenance operations and conducts inspections of conditions of equipment.
6. Follows preventative maintenance procedures, schedules, and check lists for all equipment and vehicles.
7. Maintains records for repairs and maintenance made to each piece of equipment.
8. Submits cost records for repairs and maintenance made to each piece of equipment.
9. Monitors and records daily fuel usage, and maintains fuel delivery equipment.
10. Responds to snow storm emergencies.
11. Detect and report improper operation, faulty equipment, defective materials and unusual conditions of equipment to the Master Mechanic.
12. Maintains work area and shop equipment in clean, safe, and orderly condition.
13. Participates in the regular maintenance rotation of the Ames Way Facility.
14. Works with, and directs personnel assigned permanently or temporarily to the Maintenance Division.
15. Makes purchases with the approval of the Master Mechanic.
16. Participates in job training, safety training, and enforcement of safe working practices within the Maintenance Division.
17. Responds to Town wide emergencies at the direction of the Superintendent of Public Works and/or his designee.

SUPERVISORY RESPONSIBILITY:

May direct the activities of persons of lower classifications in conjunction with work being performed by or with equipment being operated or activities being carried out.

SUPERVISION RECEIVED:

Works directly under and reports to the Master Mechanic or his/her designee. May be directed by working foremen of other divisions when assigned to activities supervised by these individuals.

EDUCATION and/or EXPERIENCE

Education - Requires a minimum of a high school diploma or equivalent.

Experience - Requires a minimum of five years experience at a lower DPW classification or equivalent experience. Requires general knowledge of public works operations and equipment, fleet maintenance procedures and systems

and the ability to read and interpret maintenance manuals, wiring and hydraulic diagrams and schematics. Requires a general knowledge of welding in the context of vehicle maintenance and repairs.

ACCOUNTABILITY

Makes decisions involving activities under his/her control. Responsible for the safe working conditions under his/her control. Policy decisions are to be deferred to the responsible working foreman. Has input in all decisions affecting activity and safety.

LANGUAGE SKILLS

Must be capable of effectively communicating and consulting with residents and other town departments on matters and problems relating to the Maintenance Division and its activities.

MATHEMATICAL SKILLS

Intermediate skills such as the ability to (using a calculator) add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Basic skills such as the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain all licenses and certifications required for this position. Requires a Class B CDL with air brake endorsement, and a Class 2A Hoisting Engineer's License, and a basic general knowledge Welding Certificate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical work inside and outside in all weather conditions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.