

## Town of Bethel Public Works

### Full-Time Heavy Truck/Equipment Mechanic & Operator

The Town of Bethel is seeking applicants for a full-time Heavy Truck/Equipment Mechanic & Operator. This position performs a range of skilled and semi-skilled work in the maintenance, rebuilding, and repair of Town vehicles and equipment; maintains a fleet schedule for approximately 25 vehicles and equipment; performs a variety of maintenance and construction tasks, including winter plow operations.

We are seeking a person who has a strong work ethic, a team player, and who demonstrates excellent mechanic skills.

This position reports to the Public Works Director. The work week is Monday through Friday although the employee may need to work on the weekends occasionally. The Town offers a competitive wage and benefit package

#### Essential skills and knowledge include:

- Thorough knowledge of standard practices and equipment of the automotive trade
- Thorough knowledge of the functions and operational methods of public works equipment, fire trucks and rescue vehicles
- Thorough knowledge of the principles of gasoline and diesel engines and of the mechanical repair of heavy trucks and auxiliary automotive equipment
- Thorough knowledge of electronic controls used with automobiles, trucks, heavy equipment, fire trucks, and rescue vehicles
- Working knowledge of welding methods and techniques, with the ability to adapt available tools and repair parts to specific repair problems
- Skill in the use and care of hand and machine tools, and ability to furnish some of the necessary hand tools
- Ability to operate a variety of light and heavy equipment

Must have and maintain a current valid driver's license and a valid State of Maine Class B driver's license with a clean driving record, or the ability to obtain one within six months.

#### Qualified Candidates are invited to apply as follows:

Complete an application (located on the Town of Bethel website) and send **via e-mail** to

*hrmeconsulting@maine.rr.com*

or **via mail** to:

Office of the Town Manager  
19 Main Street, P.O. Box 1660  
Bethel, ME 04217

We will accept applications until the position is filled. Review of applications will begin October 4, 2021

The Town of Bethel is committed to diversity in its workforce.

We are an Equal Employment Opportunity employer.

**TOWN OF BETHEL  
JOB DESCRIPTION  
HEAVY TRUCK/EQUIPMENT MECHANIC & OPERATOR**

|                       |  |                                   |
|-----------------------|--|-----------------------------------|
| <b>Job Title:</b>     | Heavy Truck/Equipment Mechanic & Operator  | <b>Classification:</b> Non-Exempt |
| <b>Department:</b>    | Public Works Department  | <b>Other:</b>                     |
| <b>Reports To:</b>    | Public Works Director  | <b>Supervisory:</b> No            |
| <b>Position Type:</b> | Full-time - 40 hours per week.<br>This position frequently requires weekend and overtime work. |                                   |

**GENERAL SUMMARY:** The Heavy Truck/Equipment Mechanic & Operator performs a range of skilled and semi-skilled work in the maintenance, rebuilding, and repair of Town vehicles and equipment; maintains a fleet schedule for all vehicles and equipment; performs a variety of maintenance and construction tasks, including winter plow operations.

**ESSENTIAL JOB FUNCTIONS:**

- Plans, schedules, and coordinates the repair and service of a variety of vehicles and heavy equipment including trucks, tractors, Fire and Rescue vehicles, as well as a variety of small equipment
- Diagnoses problems, inspects, tests, troubleshoots, repairs, and maintains all types of vehicles and equipment including hydraulic systems and related components
- Performs tune ups, brake jobs, and preventative maintenance
- Performs auto body work including welding, cutting, and fabrication
- Examines parts for excessive wear on all Town owned vehicles and equipment and replaces common parts and makes adjustments
- Maintains an up to date stock of parts for equipment and hardware and orders necessary parts and supplies
- Performs Maine State inspections on all the Town of Bethel's fleet
- Maintains detailed and accurate records of all maintenance and repair activities to include logging hours, mileage, and cost of repairs
- Helps maintain required records of materials delivered and/or stored in the shop
- Maintains required shop tool inspections as needed
- Performs winter maintenance and snow removal activities
- Required to be available and on-call for emergency operations during the winter schedule, and other times of the year as required
- Maintains regular, predictable and reliable attendance
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Maintains cleanliness and safety in the shop
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies and safety procedures
- Performs related work as required

**KNOWLEDGE/SKILLS**

- Thorough knowledge of standard practices and equipment of the automotive trade
- Thorough knowledge of the functions and operational methods of public works equipment, fire trucks and rescue vehicles
- Thorough knowledge of the principles of gasoline and diesel engines and of the mechanical repair of heavy trucks and auxiliary automotive equipment.
- Thorough knowledge of electronic controls used with automobiles, trucks, heavy equipment and fire trucks and rescue vehicles.

- Working knowledge of welding methods and techniques, with the ability to adapt available tools and repair parts to specific repair problems.
- Skill in the use and care of hand and machine tools, and ability to furnish some of the necessary hand tools

**ABILITY TO:**

- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Communicate professionally and effectively, both orally and in writing
- Establish and maintain effective working relationships with co-workers and the public
- Work independently, prioritize work, and meet deadlines
- Attend any required courses and/or seminars
- Operate a variety of light and heavy equipment including a rubber-tired loader, dump truck, sweeper, backhoe, small tractors, and many construction tools (compactor, pavement saw, chain saw, lawn mower, grass trimmer, etc.)

**MINIMUM REQUIREMENTS**

**Experience and Education/Training:**

- High School diploma or equivalent
- Three (3) years' experience in mechanic repair, engine repair, and/or fabricating/welding, or related field; or any equivalent combination of education and experience

**Licenses/Certifications:**

- State of Maine Certified Inspection Mechanic's license, or the ability to obtain within a six-month period.
- Current valid State of Maine Class B driver's license with a clean driving record, or the ability to obtain one within a six-month period.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Frequent exposure to grease, loud noises from diesel engines and other equipment; moving mechanical parts and vibration. Outside work includes extreme inclement weather conditions and temperatures. Must be physically able to operate a variety of machines and equipment, including, but not limited to front end loaders, backhoe, dump trucks, mechanic's tools, welder's tools, plasma cutter, and diagnostic testers.

Moderate to heavy physical effort under adverse field conditions is required involving long periods of standing/moving, climbing, crawling, bending, pushing, pulling, occasional lifting of moderately heavy objects up to 80lbs. The employee must be capable of working a long duration of hours.

***The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities and activities may change at any time with or without notice***

**External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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**Employee Signature:**

**Date:**

**TOWN OF BETHEL**  
**PO BOX 1660 BETHEL, ME 04217**  
**(207) 824-2669 \* FAX (207) 824-3355**

**APPLICATION FOR EMPLOYMENT**

**POSITION APPLYING FOR:** \_\_\_\_\_

**Instructions to Applicants:** (1) Type or print in ink. (2) Answer each question clearly and completely. (3) ALL statements made are subject to investigation and verification. (4) If more space is required, use separate sheet(s) of paper.

NAME: \_\_\_\_\_  
*(Please print)*

ADDRESS: \_\_\_\_\_

MAILING ADDRESS (*if different*): \_\_\_\_\_

TELEPHONE #: (home) ( ) \_\_\_\_\_ (cell): ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

How did you hear about this opening?

Advertisement                  Friend/Relative                  Walk-in                  Other

Have you ever been employed by the Town of Bethel?          Yes                  No

If yes, give the Department and dates: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Give the name and relationship of any present Town Employee related to you: \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Are you employed now?                                  Yes                  No

May we contact your present employer?                  Yes                  No

**EDUCATION AND TRAINING**

Highest grade completed: \_\_\_\_\_ Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

School Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

| Colleges or Universities attended | No. years attended | Major Subjects | Degree/Certificate |
|-----------------------------------|--------------------|----------------|--------------------|
| _____                             | _____              | _____          | _____              |
| _____                             | _____              | _____          | _____              |
| _____                             | _____              | _____          | _____              |

Business, Trade or Correspondence Schools  
\_\_\_\_\_  
\_\_\_\_\_

Skills possessed: (i.e., computer, equipment operation, mechanical)

Special Licenses: (Check appropriate categories :)

ME Class #1 Driver's License #: \_\_\_\_\_ Class \_\_\_ License#: \_\_\_\_\_ Other: \_\_\_\_\_

List below, in order, the positions which you have held. Include any periods served in the Military. Show your present or most recent job first. Under "Description of Duties", list kind of work responsibilities, and the number of employees and kind of position supervised, if any. Use additional sheets if needed:

From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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The Town of Bethel is an Equal Opportunity Employer. This statement of policy means the Town is committed to providing equal employment opportunity for the participation of all qualified persons in the job classifications without regard to race, color, sex, marital status, age, religion, national or ethnic origin, physical or mental disability, veteran status, sexual orientation, gender identification, or any other protected class under federal and/or state law.

**Applicant's Certification and Agreement -PLEASE READ CAREFULLY.**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature of Applicant: \_\_\_\_\_

Date signed: \_\_\_\_\_