



# Bristol Township

## OFFICE OF HUMAN RESOURCES

2501 Bath Road · Bristol, PA 19007 · (215) 785-0500 · Fax (215) 788-8541

<b>Position:</b>	Mechanic	<b>Department:</b>	Public Works
<b>Reports to:</b>	Public Works Director	<b>Division:</b>	Fleet Maintenance
<b>Schedule:</b>	Monday - Friday 7:00 A.M. - 3:30 P.M.	<b>Salary:</b>	\$38.30 per hour 40 hours per week

### ABOUT BRISTOL TOWNSHIP

Bristol Township, PA, is a vibrant and diverse community located in Bucks County, known for its rich history and strong sense of community. The Township provides high-quality services and fosters a welcoming atmosphere for residents and visitors. Joining the Bristol Township team means becoming part of an organization that values character, integrity, innovation, and community pride.

### GENERAL DESCRIPTION OF THIS ROLE

Under general direction and reporting to the Public Works Director, the Mechanic performs skilled mechanical work in the repair and maintenance of gasoline and diesel powered automotive and heavy equipment following set guidelines to maintain the safety and reliability of the unit; performs related work as required. The work in this class involves the diagnostic, repair, maintenance, and service of a wide variety of conventional and specialized equipment and motorized machinery. Work is performed on engines, drive trains, wheels, brakes, electrical systems, and pneumatic and hydraulic attachments. Work is performed independently in accordance with work orders and maintenance schedules. General supervision is received from the supervisor and work may be reviewed in progress and upon completion.

### KEY RESPONSIBILITIES

- Plans and schedules preventative maintenance on township-wide fleet and takes the initiative to stay ahead of preventative maintenance.
- Conducts maintenance and repairs in the field, as needed.
- Works with department staff for the procurement of necessary equipment and parts for maintenance and repair.
- Performs general overhaul and repair work on light and heavy trucks, automobiles, including heavy diesel construction equipment, fire equipment, and other automotive and mechanical equipment.
- Installs specialized equipment on Police vehicles, such as lights, sirens, protective cages, radios, and gun racks.
- Makes road tests to locate defects in equipment operation and to check repair work prior to returning equipment to an active status.
- Maintains clear and accurate records of work accomplished to include equipment, hours, and inventory utilized.
- Creates, updates, and closes work order record.
- Inspects vehicles for compliance with state regulations.
- Responds to internal and external questions and requests in a professional and courteous manner.
- Cross trains in various areas to strengthen knowledge base.
- Travels for training or equipment inspections as needed.
- Consistently ensures safety compliance of self and others with necessary safety equipment provided.
- Operate trucks for snow plowing and spreading salt on Township roads.

## KNOWLEDGE, SKILLS AND ABILITIES

---

- **Automotive and Heavy Equipment Maintenance and Repair:** Knowledge of the standard practices, methods, materials, and tools used in the automotive and heavy equipment mechanic trade; mechanical repair methods applicable to heavy duty trucks and construction equipment. Ability to repair and maintain diversified automotive and heavy equipment.
- **Equipment Proficiency:** Ability to utilize and care for tools and equipment necessary to perform various maintenance and repair tasks involving automotive and heavy equipment.
- **Interpersonal Skills & Teamwork:** Ability to maintain effective and respectful working relationships with employees and the public. Demonstrates ability to work effectively as a member of a team. Ability to establish and maintain effective working relationships across cultural differences.
- **Occupational Safety:** Ability to safely perform various skilled tasks in repairing and maintaining automotive and heavy equipment.
- **Diagnostic Techniques:** Skilled at diagnosing mechanical defects and determining parts and adjustments necessary to put equipment into proper operating condition.
- **Instruction Comprehension:** Understanding and following oral and written instructions and directions.
- **Independent Task Management:** Ability to handle a variety of tasks without close supervision.
- **Physical Standards:** Physical ability to lift, on a frequent basis, jacks, jack stands, safety blocks and large tires with steel rims, drive shafts, leaf spring sections and other vehicle and heavy equipment components; to bend and stoop frequently; and to lift and hold heavy tools and parts overhead.

### MINIMUM QUALIFICATIONS

- At least 3 years of experience in heavy equipment maintenance OR completion of a comparable repair course or apprenticeship.
- High School Diploma OR its equivalent.
- Possession of a valid Pennsylvania Motor Vehicle Operator's License
- Certification by the Commonwealth of Pennsylvania as a Motor Vehicle Inspection Mechanic
- Must possess own tools.

### DESIRABLE QUALIFICATIONS

- ASE Certificate.
- Welding and fabricating experience.
- Engine and Hydraulic Diagnostic repair experience.
- Previous experience working on diesel vehicles and equipment.

## WORKING CONDITIONS

---

**PHYSICAL REQUIREMENTS:** This position requires sitting, standing, walking on uneven surfaces, climbing, reaching, kneeling, bending, stooping, squatting, grasping and repetitive motions in the performance of daily duties. The position also requires both near and far vision (with or without corrective device) while performing maintenance inspection of equipment. The need to lift, drag, and push vehicles, motors, engines, and other equipment and supplies weighing up to 80 pounds is also required. The nature of the work also requires the incumbent to have acceptable hearing (with or without corrective device) and safely work with power and noise-producing tools and equipment and to drive a motorized vehicle. The mechanic will be using chemicals and lubricating ingredients, and working with brake materials and exhaust equipment, which exposes the employee to fumes, dust and air contaminants that may cause skin and eye irritation.

**WORKING CONDITIONS:** The mechanic works in all weather conditions, including wet, hot, and cold, indoors and outdoors. Depending on the need, the mechanic will be expected to work a range of shifts: regular, evening and weekend work, shift work, working outdoors, working with challenging clients, and on call throughout the year including holidays and weekends as assigned.