

# Town of Northfield, Vermont

## Municipal Fleet Mechanic

**Department:** Public Works

**Reports To:** Director of Public Works

**FLSA Status:** Non Exempt

**Employment Type:** Full Time

### Position Summary

The Town of Northfield is seeking a skilled and motivated Municipal Fleet Mechanic to join our Public Works team. This position is responsible for the inspection, diagnosis, maintenance, and repair of the Town's diverse fleet of vehicles and equipment. The successful candidate will play a vital role in ensuring that the equipment relied upon by our Highway, Water, Wastewater, Parks, and other municipal departments remains safe, dependable, and ready to serve our community.

This position offers the opportunity to work on a wide variety of equipment while making a direct impact on the services provided to Northfield residents.

### Compensation

**\$30.00 to \$40.00 per hour**, depending on qualifications and experience, plus an excellent municipal benefits package including health insurance, retirement, paid time off, holidays, and professional development opportunities.

### Essential Duties and Responsibilities

- Perform preventative maintenance on municipal vehicles, trucks, heavy equipment, and small engine equipment.
- Diagnose mechanical, hydraulic, electrical, brake, steering, suspension, transmission, and engine problems.
- Repair and maintain gasoline and diesel powered equipment.
- Perform state inspections as applicable.
- Maintain snowplows, sanders, loaders, excavators, backhoes, dump trucks, pickup trucks, trailers, generators, pumps, and other municipal equipment.
- Perform welding, fabrication, and equipment modifications as needed.
- Maintain accurate service records, repair histories, and preventative maintenance schedules.
- Order and maintain inventory of repair parts, tools, lubricants, and shop supplies.
- Respond to emergency equipment failures during storms and other emergency operations.
- Assist departments with equipment evaluations and recommendations for replacement or repair.
- Maintain a safe, organized, and clean maintenance facility.

- Ensure compliance with OSHA regulations, manufacturer specifications, and applicable safety standards.
- Participate in winter operations, including snow and ice response, as needed.
- Perform other related duties as assigned.

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of automotive and heavy equipment maintenance and repair.
- Ability to diagnose complex mechanical, electrical, hydraulic, and electronic systems.
- Familiarity with computerized diagnostic equipment.
- Ability to read service manuals, wiring diagrams, and technical specifications.
- Strong welding and fabrication skills are preferred.
- Ability to prioritize work and manage multiple repair projects.
- Strong problem solving skills and attention to detail.
- Ability to work independently and as part of a team.
- Commitment to safety, customer service, and public service.

### **Minimum Qualifications**

- High school diploma or GED.
- Completion of a recognized automotive or diesel technology program, or equivalent experience.
- Minimum of five years of progressively responsible experience repairing heavy trucks, construction equipment, or municipal fleet vehicles.
- Valid Vermont Driver's License.
- Ability to obtain a Vermont Commercial Driver's License (CDL) within six months of hire, if not already possessed.
- Vermont State Inspection License preferred or ability to obtain.
- ASE and/or EVT certifications are desirable but not required.

### **Physical Requirements**

This position requires frequent lifting of up to 75 pounds, standing for extended periods, climbing, kneeling, bending, crawling, and working in varying weather conditions. The employee must be able to safely operate heavy equipment, hand tools, diagnostic equipment, and shop machinery.

### **Why Join the Town of Northfield?**

Working for the Town of Northfield means serving your community every day. We offer competitive wages, outstanding benefits, a supportive work environment, stable employment, opportunities for training and advancement, and the satisfaction of maintaining the equipment that keeps our roads safe, utilities operating, and essential public services running year round.

The Town of Northfield is an Equal Opportunity Employer.