



# Lake Arrowhead

C O M M U N I T Y , I N C .

206 Old Portland Road • North Waterboro ME 04061 • 207-247-5239 • Fax 207-247-5604 www.lacinc.org

## Job Description

### **Title: Mechanic/Maintenance Crewman**

**Reports to: Public Works Manager**

#### **Job Summary:**

Reporting to the Public Works Manager, the Public Works Mechanic/Maintenance Crew Member is responsible for performing tasks related to mechanical repair and maintenance of light and heavy gasoline and diesel driven automotive and other mechanical equipment, along with construction, operation, care and maintenance of the LAC roads and water system infrastructure, building facilities, beaches, recreation areas and equipment.

#### **Principal Duties & Responsibilities:**

- Inspect vehicles and equipment for needed repairs; perform needed repairs as required.
- Maintain necessary records of time, materials, and parts used.
- Perform general overhaul, tune up and repair work on automobiles and related power-driven equipment.
- Assist in the repair and maintenance of community roads and adjacent land.
- Perform snow and ice control/removal to maintain roads, parking lots, community facilities.
- Operate heavy equipment such as loaders, backhoes, excavators, dump trucks, tractors, bulldozers, etc.
- Must be available to work on a rotating "On Call" schedule and perform off duty tasks as assigned.
- Perform all other related duties as assigned.

#### **Qualifications**

- Knowledge of servicing and maintenance of heavy trucks, automotive and other equipment.
- General knowledge of excavation, building construction, repair, and maintenance principles.
- General knowledge of water system and road maintenance.
- Be on-call and available to work 24/7 for snow/ice control season.

#### **Education and/or Other Requirements**

- Inspection License issued by the State of Maine
- Minimum of a High School diploma
- Possession of at least a class "B" CDL.
- **Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.**

#### **Hours of Employment**

Employees will work the established hours as specified by the Public Works Manager, including after-hours call out tasks.

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**Disclaimer:** *Lake Arrowhead Community is an equal opportunity employer and believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities outlined in a job description. Therefore, this job description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*