

LOWER MAKEFIELD TOWNSHIP

JOB DESCRIPTION

Job Title: Mechanic
Department: Public Works

Date Modified: December 10, 2025
Supervisor: Director of Public Works

Position Summary:

Responsible for the service, repair and maintenance of all Township owned vehicles, trucks, and equipment. This includes all light and heavy-duty gasoline and diesel, equipment and machinery.

Essential Functions:

- Services, repairs, and maintains all Township owned vehicles, trucks, and equipment.
- Tests re-built or replaced parts for proper operation and safety.
- Performs emergency road service.
- Performs PA State Inspection on Township owned vehicles, including records and sticker control management.
- Schedule and perform maintenance on Township equipment including tractors, lawn mowers, small engines, generators.
- Source and procure necessary materials, parts and supplies, ensuring cost-effectiveness, quality, and timely delivery.
- Assists in winter snow removal operations including shoveling, salting, snow blower operation, and plow truck operation.
- Willingness to work overtime, including mandatory availability for all forecasted winter and severe weather emergency events.

Other Functions:

- Service and repair to Township police vehicles, including low voltage emergency lighting and equipment.
- Organization and scheduling of outside vendor repairs to Township owned vehicles, trucks, and equipment.
- Responsible for the safe, clean, and efficient operations of the Public Works garage.
- Rebuilds parts, as required.
- Maintains inventory of replacement and repair parts.
- Maintains detailed records on all vehicle and equipment repairs, maintenance, and inspections.
- Maintains inventory and required documentation/inspections for Township owned and operated gasoline and diesel fueling systems.
- Vendor/Supplier invoice review and coding.
- Assists in the budgeting recommendation and specification process of the Township vehicles and equipment.
- Cleans Township machinery and equipment, as needed.
- Performs other related work as assigned.

Qualifications:

- Valid Pennsylvania Class A Commercial Driver's License(CDL) (or ability to obtain within 1-year of hire).
- Valid PA Certified Vehicle Safety Inspector License Class 7 (or ability to obtain within 1 year).
- Vehicle and equipment diagnostic skills and/or training.
- Prior experience in the repair and maintenance of gasoline and diesel vehicles and equipment.
- Understand and follow instructions and ability to work with others.
- Withstand prolonged exposure, as long as eight hours, to extreme weather conditions.
- Withstand exposure to high noise levels, vibration, and wet conditions occasionally.

- Withstand prolonged periods of standing and sitting.
- Operate motor vehicles, trucks, or motorized equipment for long periods of time.
- Work with moving machinery, slippery and/or uneven surfaces, hot surfaces, dusty conditions, and confined spaces.
- Lift and carry up to 100 pounds, push and pull up to 50 pounds.
- Hand shovel, sweeping, and raking at 15-to-30-minute intervals for as long as eight hours.
- Stretch, crawl, climb, recline, balance, kneel, and perform fine manipulation occasionally.
- Ability to effectively communicate with the public.