

EXTERNAL POSTING

Posting Date: October 2, 2026

Posting Closes: When filled

Position Title: DPW Mechanic

Department: Public Works

Position Type: Full-Time, Non-Exempt Employee

Reports To: Public Works Director or designee

Rate of Pay: Per NAGE union contract (currently \$41.36/hr)

The Town of Windsor Locks is seeking qualified applicants for the position of DPW Mechanic. Under general supervision, the DPW Mechanic performs skilled work in the maintenance, diagnosis, and repair of gasoline- and diesel-powered vehicles and equipment, hydraulic and mechanical systems, and other municipal equipment.

The successful candidate must have significant knowledge of automotive and other mechanical equipment; standard methods of making repairs and adjustments; and the proper use and care of tools of the trade and testing equipment. The position requires the ability to maintain service records, make routine decisions, prepare specifications for the purchase of new equipment, and work effectively with vendors to oversee contracted repairs.

Applicants should possess either graduation from a trade school with specialization in gasoline and/or diesel mechanics and at least two years of employment as a gasoline/diesel mechanic, or five years of employment as a mechanic working on similar equipment. A State of Connecticut license or certification is required. The successful applicant must possess a valid CDL with tanker and air brake endorsements.

Interested applicants should submit a resume, completed employment application, and three professional references via email to dcowperthwaite@wlocks.org.

The Town of Windsor Locks is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Job Title: DPW Mechanic

Department: Public Works

Reports To: Public Works Director or designee

Revised: August 2026

SUMMARY:

Under general supervision of the Director of Public Works or designee, performs skilled work in the maintenance and repair of gasoline, diesel, hydraulic, mechanical, and other municipal equipment. Work involves carrying out assignments in the diagnosis, service, maintenance, and repair of vehicles and equipment in accordance with established automotive testing and repair practices, department rules, and procedures.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR

- Repairs and maintains trucks, automobiles, heavy equipment, spreaders, tractors, mowers, snow blowers, and other light machinery.
- Diagnoses, repairs, tunes, and adjusts gasoline and diesel engines and associated mechanical systems.
- Repairs and maintains hydraulic and other mechanical equipment and systems.
- Realigns and adjusts brakes.
- Repairs bodies and chassis.
- Installs accessories and other miscellaneous equipment.
- Performs preventative maintenance and service work, including greasing and checking oil, water, and winter protection.
- Performs welding, cutting, fabricating, and brazing as required.
- Paints by hand or with spraying equipment.
- Uses and properly cares for tools of the trade and testing equipment.

RECORDKEEPING, PARTS, AND OUTSIDE REPAIRS

- Maintains service and repair records.
- Requisitions parts as approved by the appropriate supervisor.
- Works with vendors to coordinate and oversee contracted repairs.
- Assists with the preparation of specifications for the purchase of new equipment.

GENERAL / MISCELLANEOUS

- May assist operators and laborers with mechanical repairs and provide direction as necessary.
- Assists in snow emergencies and other emergency operations as needed.
- Maintains the ability to operate vehicles and equipment requiring a CDL with appropriate endorsements.
- Reads and interprets safety rules, operating and maintenance instructions, procedure manuals, and other technical documents.
- Writes routine reports and correspondence.
- Performs all other appropriate repair and related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

No direct supervisory responsibility. As required, the mechanic may supervise operators and/or laborers when assisting them with mechanical repairs. Such supervision may involve planning, organizing, instructing, and otherwise ensuring that assigned work is completed satisfactorily.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- Graduation from a trade school with specialization in gasoline and/or diesel mechanics and a minimum of two years of employment as a gasoline/diesel mechanic; **OR**
- A minimum of five years of employment as a mechanic working on similar equipment.
- Must possess a State of Connecticut license or certification.
- Must possess and maintain a valid Commercial Driver's License (CDL) with tanker and air brake endorsements.
- Significant knowledge of the mechanisms of automotive and other mechanical equipment.
- Considerable knowledge of standard methods of making repairs and adjustments.
- Ability to use and properly care for tools of the trade and testing equipment.
- Ability to maintain records and make routine decisions.
- Considerable knowledge of preparing specifications for the purchase of new equipment.
- Ability to work effectively with vendors and oversee contracted repairs.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

OTHER SKILLS AND ABILITIES:

Ability to adapt to changing circumstances. Ability to develop teamwork among associates and subordinates. Must have emotional stability and initiative. Must be resourceful and self-motivated. Ability to perform duties with awareness of all requirements pertaining to safety, personnel, and standard operating procedures of the Town.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Sufficient physical strength and stamina is required to perform the duties of this position. Specific vision abilities required by this job include close vision, such as reading type or handwritten material.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Town of Windsor Locks is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Approved (Manager)

Devin Cowperthwaite, Director Public Works

Human Resources

Yana Abramovich, Finance Director

First Selectman

Jon Savino, First Selectman