

Town of Wilmington, Vermont

Job Description

Highway Equipment Mechanic/Operator

Classification

Full-time, nonexempt

Salary

\$25 - \$31.74 per hour

Reports to

Highway Superintendent

Date

September 23, 2025

Summary

The Highway Equipment Mechanic/Operator is a full-time employee of the Town of Wilmington Highway Department under the supervision of the Highway Superintendent. This hybrid position emphasizes **mechanical maintenance and repair of municipal vehicles and equipment (60%)**, while also performing **highway operations and laborer duties (40%)**. The position requires a highly skilled mechanic with strong diagnostic, repair, and maintenance abilities who also contributes to the safe and effective maintenance of town roads and infrastructure.

Essential Duties and Responsibilities

Mechanical Responsibilities (60%)

- Perform skilled diagnostics, maintenance, and repair of gasoline and diesel engines, hydraulic systems, and heavy/light motorized equipment including trucks, graders, loaders, excavators, tractors, mowers, and plows.
- Conduct general repairs, including brakes, bearings, engine tune-ups, welding, sandblasting, and painting.
- Respond to field service calls and make emergency repairs on municipal vehicles and equipment.

- Order parts and supplies in accordance with town purchasing policies; maintain accurate inventory and budget records. All Purchasing Must be Approved by Road Superintendent or Supervisor.
- Maintain an organized shop environment, ensuring all tools and equipment are in safe operating condition.
- Keep detailed maintenance logs, maintain required records, and ensure accurate cost and labor reporting.
- Ensuring compliance with safety and regulatory standards.

Highway Operations and Laborer Responsibilities (40%)

- Operate municipal trucks, plow trucks, loaders, and other heavy equipment in the construction, maintenance, and repair of town highways, sidewalks, drainage systems, and rights-of-way.
- Perform snow and ice removal, including sanding, salting, and plowing, during storms and other emergencies.
- Carry out manual labor including shoveling, sign repair and installation, flagging, debris removal, and drainage work.
- Assist with road and sidewalk construction and maintenance, ensuring compliance with environmental and safety standards.
- Conduct routine safety inspections and minor preventative maintenance on municipal equipment and facilities.
- Support general department operations, including Transfer Station duties, as assigned.

Knowledge, Skills, and Abilities

- Considerable knowledge of the standard practices and tools of the mechanic's trade.
 - Ability to diagnose and repair gasoline and diesel engines, hydraulics, electrical systems, and mechanical components.
 - Skill in welding, fabrication, and the use of specialized tools and shop equipment.
 - Strong ability to operate municipal trucks and heavy equipment safely and effectively.
 - Working knowledge of highway construction and repair methods, tools, and safety practices.
 - Ability to anticipate, diagnose, and address mechanical and roadway issues efficiently.
 - Strong recordkeeping, budgeting, and computer literacy skills.
 - Ability to work independently and as part of a team, while maintaining respectful and courteous communication with the public and coworkers.
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Recommended Minimum Qualifications

- High school diploma or equivalent; vocational/technical training in mechanics preferred.
 - Five (5) years' experience as a mechanic, or equivalent combination of training and experience.
 - Valid Vermont CDL (Class A or B) or ability to obtain within 3 months of hire.
 - Must provide and maintain own mechanic tools.
 - Valid driver's license and good driving record.
 - Ability to be on-call for emergencies, particularly during winter months.
 - Ability to pass federally mandated CDL drug and alcohol testing requirements.
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Working Conditions

- Split duties between garage/shop environment and outdoor fieldwork.
 - Exposure to extreme weather, noise, vibration, hazardous materials, and roadside hazards.
 - Frequent overtime, irregular hours, nights, weekends, and holidays required during storms and emergencies.
 - Physically demanding work including heavy lifting, climbing, bending, and operating machinery for extended periods.
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Disclaimers

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, responsibilities, or requirements. Additional duties may be assigned, with or without notice, at any time.
 - This job description is not an employment contract nor a promise of work for any specific length of time.
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Equal Employment Opportunity

The Town of Wilmington is an Equal Opportunity Employer. The Town does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status in employment, recruitment, or any aspect of personnel administration.