



EXTERNAL JOB POSTING 09112026

CITY OF SHELTON

MECHANIC /WELDER

DEPARTMENT OF HIGHWAYS & BRIDGES

GENERAL DESCRIPTION

Performs a variety of skilled tasks in all phases of maintenance, repair, and reconditioning of motor vehicles and other power-driven equipment, school buses at Student Transportation Services, or allied mechanical equipment related to overall municipal operations at Highways and Bridges Department. Exercises some judgment in the analysis of breakdown problems to determine what action should be taken within the limits of standard testing and repair practices and does related work as required

SUPERVISION RECEIVED

Works under the supervision of the Foreman of Maintenance and Shop Foreman as prescribed by the particular assignment. Indirectly works under the Superintendent of Highways and Bridges or his designated representative.

EXAMPLE OF DUTIES

- Usually works semi-independently with assistance and advice by a supervisor as necessary, maintaining, repairing and re-conditioning varied equipment of public works or allied nature, ranging from small engines, simple power-driven equipment and power tools to the heaviest and most complex type, such as motor vehicles, dump trucks, school buses, graders, bulldozers, backhoes, rollers, vac-all, chippers, sprayers, sweepers, compressors, packer bodies, snow blowers, snow plows, spreaders, bucket hoists and other mechanical equipment used by the City of Shelton in its Highways and Bridges, Custodial Maintenance, Parks Maintenance, and Student Transportation Services Departments.
- Overhauls motors, rebuilds front and rear end systems, adjusts and repairs brakes, including air brakes, valves, carburetors and fuel injectors, clutches, differentials, transmissions, and does skilled work in installing timing gears, fitting crankshafts and bearings, boring cylinders and aligning front ends.
- Rebuilds bodies and chassis, straightens fenders, bumpers, panels, etc.
- Repairs hydraulic and/or electrical systems.
- May do welding, cutting, and brazing and operate miscellaneous machinist equipment.
- Does necessary painting by hand or with spraying equipment.



- Furnishes own hand tools used in particular trade and does related work as required.
- Checks and replaces or repairs tires, batteries, lights, electrical systems and other equipment components.
- Has responsibility to grease trucks and other vehicles and equipment and change oil as required.
- Follows prescribed safety practices, wearing proper safety equipment and using required tools and procedures called for in performance of tasks.
- Repairs worn or damaged fabricated, cast, forged, or welded metal parts as specified by sketches, diagrams, or sample parts.
- Builds, repairs, or reconditions metal parts used in the construction or repair of drainage lines, sewage lines or roadways, using arc or gas welding equipment.
- Performs related tasks, such as flame cutting and grinding, and may repair broken or cracked parts, fill holes and increase or decrease size of metal parts.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of standard methods, practices, tools and equipment of the mechanic trades.
- Thorough knowledge of the operating principles and mechanics of both gas and diesel internal combustion engines, hydraulics, electric motor control devices, small engine repair, air brakes, and related mechanical equipment characteristics of public works and student transportation activity.
- Working knowledge of motor vehicles or other motor-driven and allied school bus equipment.
- Skill in the use and care of standard tools and equipment of the mechanical trade.
- Ability to locate, define, and repair defects in major equipment used in public works and allied operations.
- Ability to follow written and oral instructions.
- Skill in greasing and otherwise servicing of motor vehicles and other equipment and skill in the use of power tools and equipment pertinent to that particular skill.
- Thorough knowledge of standard methods, practices, tools and equipment of both gas and arc welding equipment of the welding trade is preferable.
- Ability to follow written and oral assignments and the ability to do simple mathematical work.

EDUCATION, EXPERIENCE AND TRAINING:

- No less than three (3) years' experience as a motor vehicle mechanic with at least one (1) years' experience in the maintenance of the heaviest and most complex equipment used in public works, school bus, and construction field. Or in lieu thereof, graduation from an accredited trade school specializing in motor vehicle repair and one (1) years' experience in the maintenance of the heaviest and most complex equipment used in public works or the construction field. Or in lieu of, any combination of education, experience and training. Employment as a welder/mechanic is preferable.

**SPECIAL REQUIREMENTS:**

Availability to report for or continue to work extended hours during weather emergencies or other unusual circumstances. Must have a valid State of Connecticut Class I operator's license and the ability to obtain a CDL within 12 months of hire date.

SALARY & BENEFITS

Position is full time, union position with full medical and benefit package; 40 hours work week, Monday through Friday. Hourly Rate: \$ 34.70

PROBATIONARY PERIOD

1 year

MERIT SYSTEM TESTING:

Applications will be reviewed to ensure that each applicant meets the minimum requirements. Consistent with Section 7.1.1. of the City Ordinances (Merit System), the city will proceed with a written examination and each qualified candidate will be provided with an oral panel interview, consistent with City Ordinances. Qualified Candidate will be selected from a Certified List consistent with Merit System Rules.

HOW TO APPLY:

Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department. Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

APPLICATION CLOSING DATE:

Applications and resumes will be accepted through **5:30 pm Friday, October 9, 2026**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.

The City of Shelton is an equal-opportunity employer. EOE/M/F/D/V.