



CITY OF MELROSE

Public Works

Please send a letter of interest and a resume to Polina Latta, Director of Human Resources via platta@cityofmelrose.org. Position is open until filled.

City of Melrose is an Equal Opportunity Employer*No Residency Requirement*

Title: Fleet Foreman - Vehicle Maintenance
Department: Public Works
Supervisor: Director, Public Works; Operations Manager
Status: Full Time, 40 Hours; 7:00 AM to 3:30 PM, M-F, Laborers Local 272, Level H-3
Compensation: Hiring range is \$31.23 to \$35.16 per hour. Starting wage will be commensurate with experience. There are comprehensive benefits including Pension, Health Insurance and Paid Time Off with regular opportunities for overtime.

The City reimburses the Mechanic for all costs for use of personal tools to complete their essential job functions will be reimbursed **up to \$500/year** to be paid in the last payroll of each fiscal year upon submission of purchase receipts.

Summary: Supervise work crews and assigned work in the Fleet Division (work crews are skilled and semi-skilled personnel at the same and lower skill level including laborers). Maintain and repair department and City vehicles and equipment (ex. small engines, light duty vehicles and heavy equipment). Operate cars, trucks, heavy equipment, miscellaneous and specialized equipment and power tools and perform manual labor. Plan, organize, supervise, maintain and repair a variety of motor vehicles, heavy equipment, specialized equipment, and smaller equipment and motors including pumps, attachments, and garage equipment. Manage garage operations.

General Duties (Duties are illustrative and not all inclusive):

- Manage and coordinate all vehicle registrations, transfers and preventive maintenance.
- With supervisor approval, schedule and coordinate work with outside vendors.
- Order, track, manage and control inventory; recommend repairs, maintenance and replacement schedules (City uses Mitchell One software);
- Responsible for operation, maintenance and upkeep of diesel fueling station and reporting system;
- Responsible for proper storage and disposal of fluids and petroleum products.
- Plan, supervise, coordinate and execute the work assigned and/or required; be responsible and accountable for the men, equipment, materials, work and all duties assigned; work with the crew.
- Work cooperatively with and coordinate work and activities with other personnel and divisions; comply with instructions, safety procedures, accepted trade practices, department policies and regulations, and governmental laws and regulations.
- Responsibilities include training; planning, assigning, and directing work; appraising performance; addressing complaints; resolving problems; and forwarding unresolved issues to supervisor.
- Electronically maintain logs of daily and weekly work assignments and other records as may be required; adopt and enforce safety regulations; maintain crew discipline; order supplies and equipment; maintain equipment in good repair with regularly scheduled periodic maintenance and cleaning; perform other duties as directed by supervisor.
- Recommend personnel, equipment, materials, and support required for the work; assist in the development of equipment procurement and disposal of surplus or obsolete equipment.

- Make recommendations regarding budgets, purchases, safety requirements and training.
- Manage and perform all Registry functions, vehicle insurance and inspections records and the like.
- Responsible for opening, closing, and maintaining the City Yard in a clean, neat and good condition; opening and closing vehicle and pedestrian gates; and otherwise securing the City Yard.
- Address citizen concerns courteously and forward unresolved or difficult situations to supervisor.
- Assist in the development of and be responsible for implementing the winter snow and ice program and Public Works response to any urgent or emergency situation. Will be on 24-hour call and must be available for mandatory overtime work during any urgent or emergency situation or for any other public works duties.
- Manage garage operations including record keeping (paper and electronic) and reporting; manage vehicle garaging, keys and the like; schedule routine and preventive maintenance and inspection stickers.

Mechanic/Welder General Duties (Duties are illustrative and not all inclusive):

- Dismantles equipment, entirely or partially, to gain access to defective parts. Makes repairs to defective parts, using bench or hand tools or obtains replacement parts, then re-assembles equipment making all necessary adjustments and conducts equipment operational tests for proper and complete operation in accordance with manufacturer's specifications.
- Tracks, monitors, and conducts routine equipment checks of tires, batteries, wipers, and all fluids including oil, grease, hydraulic fluids, transmission fluids, coolant, and washer fluids so that all parts of mechanical equipment remain in proper working condition.
- Repairs and adjusts assorted smaller departmental equipment including stationary pumps, garage equipment, equipment attachments and the like. Determines and corrects mechanical failures.
- Tracks and maintains in a secure manner all Fleet equipment, tools, and supplies. Maintains an inventory of supplies and places orders with Supervisor as needed. With approval of the division supervisor the employee seeks out procurement vendors and purchases parts, tools, and equipment.
- Routinely confers with operators and examines fleet equipment for minor or major defects.
- Monitors equipment and assures that operators maintain same in a clean and safe condition.
- Perform repairs to electrical wiring or equipment; operate welding, cutting and brazing equipment.
- Conducts most repairs at the City Yard, but may also make repairs on the road when required.
- Dismantles, stores, and sets-up seasonal equipment to satisfy seasonal needs.
- Performs related work at or below grade as required and/or as directed by supervisor.

Qualifications:

- Demonstrated experience as a Mechanic/Welder with 4-8 years experience.
- A minimum of 2 years additional experience in a supervisory capacity in a public works fleet and/or a garage repair environment.
- Knowledge of environmental and safety regulations associated with such work.
- Working knowledge of Microsoft Office Suite of applications, including Word, EXCEL and Outlook.
- Ability to use or learn to use computer software for fleet maintenance and repair.
- Proven ability to work with, supervise and take responsibility for the work of others and the ability to train others in the skills of your trade.
- Possession of an unrestricted Massachusetts Commercial Driver's License and Public Safety Hoisting Engineering License that allows operation of any motor driven equipment or vehicle.
- Demonstrated skills and ability to operate all of the public works vehicle types, including the equipment and attachments normally associated with the use of these vehicles in a public works environment.
- Ability to pass a Criminal Record Offender Information check
- Valid and current MA Driver's License and a driving record which proves responsible and lawful driving habits.
- Must be in compliance with the City's Drug and Alcohol Free Workplace policy.
- Punctual, reliable and regular attendance is required.

Physical Demands:

While performing this job, the employee must climb stairs and ladders, enter confined spaces, and travel in cramped, elevated and remote locations; and operate power and hand tools, equipment and machinery. The employee is required to sit, stand, walk, reach, climb, stoop, crouch, twist, taste and smell. The employee is required to hear, feel and talk. The employee is required to lift heavy objects up to 60 pounds and carry these objects short distances. The employee must have close, distance, and peripheral vision, depth perception and the ability to adjust focus. The employee must have mechanical aptitude and dexterity, physical strength and ability to do heavy work for long hours under adverse and widely ranging weather conditions. The employee must have the ability to work safely under difficult work situations, during inclement weather conditions including during rain, snow, wind and ice storms and freezing temperatures; and under extended periods of sleep deprivation.