



CITY OF MELROSE

Public Works

Please submit a letter of interest and resume to Matt Travers, at mtravers@cityofmelrose.org, or mail to Melrose City Hall, 562 Main St., Melrose, MA 02176.

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

One of Mayor Brodeur's priorities is advancing diversity, equity, and inclusion in Melrose by cultivating a workforce where diverse perspectives are valued and where every employee can bring their best and most authentic selves to work. We are driven by the value of excellence and believe that everyone deserves the best service and access to resources, regardless of their race, gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status, or personal experience. We embrace employees & candidates from these underrepresented groups to help make this vision a reality.

Title: Junior Mechanic
Department: Department of Public Works
Supervisor: Operations Manager
Status: Full Time, 40 hours
Compensation: Local 272 Laborers, Level O-3, minimum starting salary is \$22.87/hour.
There are comprehensive benefits including pension, health insurance and paid time off with regular opportunities for overtime.
The **City reimburses** the Junior Mechanic for all costs for use of personal tools to complete their essential job functions. Reimbursement is **up to \$500/year** to be paid in the last payroll of each fiscal year, upon submission of purchase receipts.

Summary: The Junior Mechanic, working independently under the direction of the Mechanic/Welder(s) or with others, and always under the supervision of the Operations Manager, maintains, overhauls, repairs, replaces and adjusts engines, pumps, machinery and equipment primarily for the Public Works Department but also for other City departments as required. The position conducts skilled and semi-skilled repair and maintenance of a wide variety of mechanical equipment from various divisions in the Department.

The work includes routine repair, preventive maintenance, and emergency breakdown repair, all of which involve responsibility for making swift, efficient, and workmanlike repairs. Work is usually performed with a minimum of supervision and is checked upon completion through observing performance of machinery and mechanical equipment. Failure to make repairs rapidly and properly may result in lowering the operational and cost efficiency and the safe operation of the department and its personnel. The work requires a considerable amount of mechanical skill, resourcefulness, aptitude and knowledge of various types of mechanical equipment. The work requires frequent review and consultation with written equipment manuals, verbal consultations with manufacturer service technicians, and referencing information in the City's fleet software program. Work assignments are received from the supervisor orally or in writing. With consultation and direction from the Mechanic/Welder(s), at times the Junior Mechanic is responsible to conduct defect diagnosis and make decisions as to causes of malfunction or defects and determine the most appropriate and cost efficient means to be used to effect repairs. The Junior Mechanic must be familiar with routine operation of the department's equipment and instruct others in operation of it.

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 Fleet Division supervisor the employee seeks out procurement vendors and purchases parts, tools, and equipment as necessary, and tracks all orders in the manner prescribed.
- Routinely confers with operators and examines fleet equipment for minor or major defects in operation.
- Monitors equipment and assures that operators maintain same in a clean and safe condition.
- Conducts most repairs at the DPW Operations Facility, 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.
- Must be available for mandatory overtime work during winter storms and any urgent or emergency situation or for any other public works duties.

Necessary Knowledge, Skill, Abilities:

- Must be knowledgeable and have the ability to conduct preventive maintenance on all vehicles.
- Ability to diagnose cause of faulty operation and to disassemble, overhaul, and reassemble engines and other major mechanical units of gas powered vehicles and equipment.
- At times may be required to assist with diesel engine repairs.
- Skilled in the overhaul and repair of all department equipment.
- Considerable working knowledge of the methods, practices, tools and materials used in the repair of heavy equipment.
- Considerable knowledge of the construction and operation of gasoline engines and related parts required; knowledge of diesel engines and parts preferred.
- Ability to refer to equipment owner/operator/repair manuals and fleet software resources. Ability to confer with other trade professionals in describing equipment defects or malfunctions and ability to understand and execute repair remedy as necessary.
- Versatility and resourcefulness in diagnosing and correcting emergency breakdowns in mechanical equipment.
- General mechanical aptitude, physical strength and ability to do heavy work for long hours under adverse and widely ranging weather conditions.
- Willingness to perform any task assigned. Expected to work extended periods of overtime during periods of emergency.
- Basic computer skills necessary to track parts orders and document work performed in the fleet work order system.
- Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, cultural sensitivity and discretion in all dealings with customers.
- Contribute to creating a collaborative work culture that appreciates diverse perspective and approaches matters with flexibility and cultural relevance.

Qualifications:

- Graduation from Senior Trade School and a minimum of 3 years of experience in the operation, maintenance and repair of gas powered vehicles and equipment. Minimum of five years of experience without trade school certification.
- Demonstrated and documented progressive experience in the performance of gasoline equipment mechanical repairs. Repair of diesel equipment preferred but not required.
- Possess a Massachusetts CDL or ability to obtain within 90 days of commencement of employment.
- Qualified to do responsible mechanical work to assure safe and functionally operational equipment.
- Subject to favorable results from pre-employment medical physical and negative drug and alcohol test.

- The Candidate must possess and bring to the work place all hand tools and automotive repair equipment required to complete the automotive repair work described in the duties above. The City shall provide all major mechanical equipment and power tools including but not limited to lifts, jacks, compressors, welders, tire machine, etc.
- Ability to pass a Criminal Record Offender Information check
- Valid current MA Driver's License; 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.
- Excellent interpersonal skills and customer service orientation, demonstrated experience providing customer service to co-workers and residents, and the public using tact, proper judgment, courtesy, respect and discretion.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach.
- The position requires adaptability, diverse perspective and the ability to collaborate and appreciate other's viewpoints.

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.