



CITY OF MELROSE

Human Resources

Email resume to mtravers@cityofmelrose.org or mail to Matt Travers, Human Resources, Melrose City Hall, 562 Main St., Melrose, MA 02176. **Deadline to apply: open until filled.**

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

In the City of Melrose we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity, which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.

Title: Mechanic/Welder
Department: Department of Public Works
Supervisor: Operations Manager
Status: Local 272 Laborers, Level K3, Full Time, 40 hours
Compensation: Starting rate is \$24.80 per hour
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.

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 as necessary.
- 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.
- Perform repairs to electrical wiring or equipment; operates 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.

- Must be available for mandatory overtime work during winter storms and any urgent or emergency situation or for any other public works duties.

Dimensions: Skilled and semi-skilled work in several trades in the repair and maintenance of a wide variety of mechanical equipment. The work includes routine repair, preventive maintenance, and emergency breakdown repair, all of which involves 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 a considerable knowledge of various types of mechanical equipment. The works requires frequent review and consultation with written equipment manuals or verbal consultations with manufacturer service technicians. Work assignments are received from the supervisor orally or in writing. The Mechanic conducts his own defect diagnosis and makes his own decisions as to causes of malfunction or defects and determines the most appropriate and cost efficient means to be used to effect repairs. Mechanic must be familiar with routine operation of the department's equipment and instructs others in operation of it.

Qualifications:

- Graduation from Automotive Trade School and a minimum of 3 years experience in the operation, maintenance and repair of trucks of all weights and heavy equipment. Minimum of five years experience without trade school certification. ASE Certification preferred.
- Demonstrated and documented progressive experience in the performance of gasoline and diesel equipment mechanical repairs.
- Must possess a current, valid, and unrestricted Massachusetts Commercial Driver's License and Public Safety Hoisting Engineering License (or obtain within 90 days of hire date) that allows operation of any motor driven equipment or vehicle, and must demonstrate sufficient 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.
- Qualified to do responsible mechanical work to assure safe and functionally operational equipment.
- Subject to favorable results from pre-employment medical exam and drug and alcohol test.
- Must be in compliance with the City's Drug and Alcohol Free Workplace policy.
- Ability to pass a Background check including Criminal Record Offender Information and fingerprinting.
- Punctual, reliable and regular attendance is required.
- Must possess a driving record which proves responsible and lawful driving habits.
- 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.
- Excellent interpersonal skills, customer service orientation, and the ability to work with office staff, public officials, managers, and the public using tact, proper judgment, courtesy, respect and diplomacy.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach.

Necessary Knowledge, Skill, Abilities:

- Ability to diagnose cause of faulty operation and to disassemble overhauls and reassembles engines and other major mechanical units.
- Skilled in the overhaul and repair of all department equipment.
- Ability to improvise new tools or parts to give maximum operating and repair efficiency.
- 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 and diesel engines and related parts.

- Ability to refer to equipment owner/operator/repair manuals. 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.

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.