

Sequence of Applicant Consideration:

- 1. PW Employees**
- 2. All Current City Employees**

INTERNAL

NOTICE OF VACANCIES

Vacancies exist in the positions as indicated below. Department & Division, Salary Groups, and closing Date for filing the required application for transfer/promotion to these positions is as noted below:

<u>POSITION</u>	<u>SALARY RANGE</u>	<u>GRADE</u>	<u>DEPARTMENT & DIVISION</u>
Master Mechanic	\$23.57-28.67 per hour	PW 17	Public Works Mechanical Maintenance

CLOSING DATE FOR FILING:

January 14, 2010 4:00 p.m.

<u>TESTING REQUIREMENTS * -</u>	Technical/Oral Exam (Weighted 50%)	Written Exam (Weighted 50%)	CDL**
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* **Each** portion of the testing requirements **must** receive a passing score of 70% or more in order to proceed to the next phase of the testing process.

** Valid CT CDL class A **required** with air brake and tanker endorsement. Must include copy of such with application.

Sequence of Preference to Applicants-

- 1) Transfer and/or Demotion
- 2) Applicants with the Bargaining Unit
- 3) All Others

Applications must be filed in the Personnel Office, third floor of the Municipal Building no later than the specified closing date.

Date Posted: January 7, 2010

FLSA: non-exempt
Grade: 17
Location: Public Works, Fleet
Approved by Personnel Board:
Concurred Union:
Hours: 40

MASTER MECHANIC

GENERAL STATEMENT OF DUTIES :

Responsible position performing a variety of skilled, semi-skilled and administrative tasks in overseeing the daily operations of the Fleet Division. Performs, on an as-needed basis, all mechanical assignments performed within a municipal sector repair facility in all weather conditions, including instructing and assisting Fleet Division Mechanics as needed. Serves in an “on call” capacity, available for emergency calls when necessary.

Works under the general direction of the Solid Waste/Fleet Manager.

EXAMPLES OF WORK (ILLUSTRATIVE):

Under the direction of the Solid Waste/Fleet Manager, leads and works with Fleet Division Mechanics, overseeing the daily work performed in Mechanical Maintenance. Manages the underground fueling system and is responsible for DMV license and record retention, the security and maintenance of vehicle repair tools and equipment inventory.

Determines all work assignments on a daily, weekly and monthly basis and ensures that all regular and overtime work assignments are completed in a timely manner. After assessing in-house capabilities, determines appropriate service agent for welding projects. Monitors work production and assures safe work performance in accordance with established procedures and timetables, factoring safety and resource capability into work assignments.

Provides leadership in the technical aspects of the operations and application of all assigned testing, hand, power and state-of-the-art tools. Maintains and updates as needed, a comprehensive library of shop manuals, technical support data and specific equipment guidance and informational documentation.

In accordance with established procedures, maintains highly accurate and timely Preventive Maintenance (PM) programs to assure that all motor vehicles owned and operated by the City obtain the maximum life cycle at the lowest maintenance costs. Maintains accurate, timely records of all motor vehicles to monitor all emergency, demand, scheduled, unscheduled and PM repairs and adjustments, tracking the frequency and cost per mile/hour of each unit.

Leads by example and promotes to team members professional and customer-oriented service for all department and divisional vehicles. Serves as the expert in accomplishing all phases of repair and maintenance functions and will perform all work assignments of the Division, even under extreme conditions. Operates all types of motor vehicles and equipment owned and operated by the City.

Oversees, monitors and maintains replacement parts and equipment stock in accordance with established repair facility security and inventory control safe guards.

Assists in determining the optimum ordering process for replacement parts to minimize the level of inventory, while maximizing availability either through in-house stock or that of the approved suppliers and vendors.

Participates in the maintenance and revision of the Motor Vehicle Depreciation/Replacement Schedule as vehicles are acquired and disposed of; anticipates the needs and capability of the City to purchase and operate its fleet within established budget constraints.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and understanding of the operations of a modern municipal motor vehicle full-service repair facility, including a considerable knowledge of welding.

Considerable knowledge and understanding of the concept of “constant improvement” as it relates to motor vehicle preventive maintenance and of the concept of “just-in-time” ordering processes and methods related to parts and inventory control.

Working knowledge of Connecticut OSHA regulations and safe work procedures regarding motor vehicle repair work and related tool and chemical use, maintenance and storage.

Skilled in the use of a personal computer and in the ability to create, store and access accurate data and to produce related documents. Ability to learn industry-specific programs as needed.

Skilled in the application of established professional and modern Mechanical Maintenance practices and procedures and in the ability to communicate effectively in oral or written form.

Ability to lead, motivate and supervise the work of others, to assist in planning and delegating work to maintain a high-level of morale and productivity, and to ensure that work meets or exceeds established procedures, quality and timelines, even under adverse conditions.

Ability to establish and maintain effective, respectful working relationships with supervisors, co-workers, Department/Division Heads, other City employees, vendors and the general public.

Ability to handle the daily demands of the position with tact and authority, as well as to meet the physical demands of daily motor vehicle repair and maintenance, even under adverse conditions.

MINIMUM QUALIFICATIONS:

Graduation from High School with a minimum of eight (8) years in the minor and major repairs of motor vehicles, including some supervisory experience and not less than five (5) years’ heavy vehicle and diesel engine repair and maintenance experience, or an equivalent combination of training and experience that includes leading team members in motor vehicle repair.

SPECIAL QUALIFICATIONS:

Must possess a valid Connecticut CDL Class A license with air brake and tanker endorsements. Must be proficient in Excel for spreadsheets and reports, or capable of achieving proficiency with training.