

APPLICATION PERIOD HAS BEEN EXTENDED

Position: Fleet Maintenance Mechanic
Department: PWSB
Pay grade: R-42 (\$726.26 - \$781.43) wkly
Hours: 40hrs. 7:00 a.m. – 3:30 p.m.
Application period: January 26, 2010 – OPEN
Application period extension: OPEN
Application: Via fax: (401) 722-6211 Attention: Wanda Crique
In person: 137 Roosevelt Avenue, Pawtucket, RI 02860
2nd Floor, Personnel Division.
Via email: wcrique@pawtucketri.com
Job description: Attached (below)

Minimum Requirements:

High School diploma or general education degree (GED) or equivalent combination of experience and training. Applicants must have knowledge of vehicle and equipment maintenance and repair, plus experience working with small engines, as well as the ability to keep records, order materials and generate reports as required. Applicants must have all basic tools necessary to complete all repairs and maintenance. Must have a Commercial Drivers' License (CDL) and be ASE certified in basic mechanic skill, front end, suspension and engine repair in automobile/light truck and medium/heavy duty trucks. Qualified candidates may forward a resume with a cover letter and a copy of your Commercial Drivers' license, ASE certification as mentioned above and High School Diploma/GED.

AS A REQUIREMENT OF THE PWSB A POLICE BACKGROUND & DRUG SCREENING WILL BE CONDUCTED ON THE SUCCESSFUL CANDIDATE

Job Specifications are posted in the Personnel Division for your review
Must meet minimum qualifications as stated on job description.

Personnel Division
137 Roosevelt Avenue
Pawtucket, RI 02860

The City of Pawtucket is an EOE and fully complies with the American Disabilities Act.
"Minorities & Women are encouraged to apply"

CITY OF PAWTUCKET

Job Description

Job Title: FLEET MAINTENANCE MECHANIC
Department: PAWTUCKET WATER SUPPLY BOARD
Reports To: ASSISTANT CHIEF ENGINEER /T&D SUPERVISOR
Pay Grade: R 42
Prepared By: JD
Prepared date: July 2000
Approved By:
Approved Date: December 2009
Revised Date: December 2009

SUMMARY

Responsible for the maintenance and repair of the fleet of vehicles owned or leased by the Water Supply Board. The position is under the guidance of the Assistant Chief Engineer and T&D Supervisor and the goal of the maintenance program is to assure safe and efficient operation of the vehicles and equipment of the Water Supply Board through the Maintenance Mechanic's scheduling of vehicle maintenance and performing of safety checks. It is a forty (40) hour a week position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following but not limited to:

Scheduling and performing routine maintenance on the vehicles and equipment in the Water Supply Board, checking on such items as tires, brakes, oil, lubricants, fluids, filters and lights, fuses and batteries and other electrical system features.

Diagnosing mechanical, electrical and hydraulic equipment problems

Performing repairs to vehicles and equipment and scheduling repairs to be completed by the outside vendors as needed

Generating work orders for repair work. Keeping computerized records on each vehicle and on all work performed

Performing regular safety inspections, and noting items that need attention

Repairing or scheduling repairs for safety deficiencies

Performing maintenance and repairs to hydraulic, pneumatic and electrical systems

Responding to emergency repairs in the field

In coordination with the Stock Clerk, ordering and maintaining inventory and stock items for the fleet maintenance program

Performing routine and emergency repair on all Water Supply Board equipment, including snow plows, saws, mowers and pumps and chippers.

Coordinating damage repairs involving insurance claims

Schedule State Vehicle inspection

Performs all welding repairs needed on PWSB vehicles, equipment and property

Performing other transmission and distribution tasks as required

Must be able to perform basic welding

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED, plus ten years experience in a garage or vehicle repair facility. Applicants must have knowledge of vehicle and equipment maintenance and repair, plus experience working with small engines, as well as the ability to keep records, order materials and generate reports as required. Applicants must have all basic tools necessary to complete all repairs and maintenance.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid drivers' license

Maintain a valid commercial drivers' license,

Obtain Welders License within one year of job award

Must be ASE certified in basic mechanic skill, front end, suspension and engine repair in automobile/light truck and medium/heavy duty trucks and have ability to obtain within one year of job award ASE certification on Air Condition, Wiring, Ignition Systems and Hydraulic Systems..

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud.