

CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL JOB POSTING

NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE	SALARY RANGE
1	Public Works	Equipment Maintenance	Mechanic II – Level I	R-34	\$782.52-\$834.86

Scheduled Hours: 40 Hrs/wk

Copy of the following is required upon application:

- **High School Diploma or GED; or**
Equivalent combination of experience and training.

REQUIRED LICENSES AND CERTIFICATIONS

The following are **minimum qualifications** for the Mechanic II position, Level I

- **Valid Commercial Driver's License Class B with air brakes required (CDL)**
- **RI State Inspection License**
- **Valid current ASE Certification (must have all 3):**
 1. **A-4 Suspension and Steering or T-5 Suspension and steering**
 2. **A-5 Brakes or T-4 Brakes**
 3. **A-6 Electrical/Electronic system or T-6 Electrical/Electronic systems**

Copies of all certifications must be provided upon application.

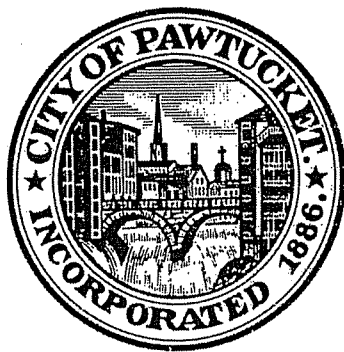
TO APPLY: PLEASE COMPLETE A CITY OF PAWTUCKET EMPLOYMENT APPLICATION WHICH CAN BE FOUND AT WWW.PAWTUCKETRI.COM UNDER EMPLOYMENT OPPORTUNITIES. PLEASE SEND ALL REQUIRED DOCUMENTS ALONG WITH YOUR APPLICATION TO HR@PAWTUCKETRI.COM

Candidates must meet minimum qualifications as stated in job description

Application Period for Internal Applicants: October 3, 2019-October 9, 2019

External applicants: October 3, 2019- until filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: MECHANIC II
Department: PUBLIC WORKS
Reports To: Maintenance Manager
Pay Grade: R-34 (Entry Level)
Prepared By: EJE
Prepared Date: November 13, 2018
Approved By:

SUMMARY

Under the supervision of the Maintenance Manager, will perform a full range of skilled mechanical maintenance, diagnostic, inspection, and repair duties on trucks, automobiles, heavy construction equipment, police, fire apparatus, buses, and other city vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities may be assigned. Other duties may also be assigned.

- Inspects and determines worthiness of vehicles and equipment prior to repairs or purchase and make recommendations to the Manager.
- Operates a variety of diagnostic instruments and variety of hand, electric, and air-driven tools.
- Test, services and repairs vehicles and mechanical equipment.
- Inspects, diagnose, overhaul, adjust and repair gas and diesel powered trucks and automobiles, fire apparatus, police fleet, heavy construction equipment, bus, and power equipment as necessary in the performance of repair and maintenance work.
- Perform general overhaul, installation, repair, replacement and adjustment of bearings, ignitions, carburetors, fuel injectors, transmissions, differentials, axle, assemblies, exhaust, brakes, electrical, hydraulic, air, engine, steering, mechanisms, drive shafts, fenders, radiators, and front end and rear suspension systems.
- Road test vehicles/equipment after work has been completed.
- Inspect all equipment and vehicles and sign forms indicating compliance with state requirements provided by law.
- Cuts and welds metal and performs body repairs, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost effective means of maintenance, repairs, or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Provides emergency field assistance to disabled equipment as needed and appropriate.

- Assists in the preparation and administration of mechanical/repair budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Assists with writing specifications for new vehicles/equipment to be purchased.
- Supervises activities of skilled and semi-skilled mechanics and servicemen engaged in maintenance and repair of heavy and light equipment.
- Makes visual inspections and tests equipment in order to determine the need for repairs or adjustment.
- Assigns jobs to mechanics according to their capability and the extent of the repairs to be done as determined from work orders received or complaints of operators of the equipment.
- Requisitions parts and material used in the repair and maintenance of equipment and keeps required records.
- Keeping appropriate records of repairs, as well as dispensing of gas, oil and other supplies.
- Keeping garage area clean and safe
- Keeps records of hazardous materials, properly stored and inventory
- Performs related work as required.
- Additional training as a result of modernization may be required.

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. Specific qualifications are listed below under the "CERTIFICATES, LICENSES, REGISTRATIONS" section of this document.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) or equivalent combination of experience and training. Working knowledge of standard methods, practices, tools and equipment of the automotive mechanics trade, thorough knowledge of the principles of internal combustion engines, considerable knowledge of all phases of machine operations and of the use of tools related to automotive repair and maintenance work.

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.

COMPUTER SKILLS

Ability to open, access, and input data into spreadsheet documents. Ability to interpret output from spreadsheet documents.

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

The following are minimum qualifications for the Mechanic II position, Level I (R-34):

- Valid Driver's License
- Valid Commercial Driver's License class B with air brakes Required (CDL)
- RI state inspection license
- Valid, current ASE Certification:
 1. A-4 Suspension and steering or T-5 Suspension and steering
 2. A-5 Brakes or T-4 Brakes
 3. A-6 Electrical/electronic systems or T-6 Electrical/electronic systems

Upgrade to Level II (R- 36), all items referenced above plus valid, current ASE certification:

1. A-7 Heating and AC or T-7 Heating, ventilation and AC
2. A-1 Engine repair or T-1 Gasoline
3. A-9 Light vehicle diesel engines or T-2 Diesel engines

Upgrade to Level III (R-38), all items referenced above plus:

Valid, current Law Enforcement Technician EVT level I **or** Valid, current Fire Apparatus Technician EVT level I

Upgrade to Level IV (R-40), all items referenced above plus:

Valid, current Fire Apparatus Technician EVT level I **and** Valid, current Law Enforcement Technician EVT level I

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 walk. The employee frequently is required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. 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 wet and/or humid conditions and fumes or airborne particles. The noise level in the work environment is usually loud.

PAY GRADE SCHEDULE

Specific qualifications regarding the Pay Grade Schedule are listed above under the “CERTIFICATES, LICENSES, REGISTRATIONS” section of this document.