

## Middletown, CT Job Description

<b>Classification Title</b>	Master Mechanic
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to supervise and perform repair and maintain/maintenance on City-owned vehicles and equipment. ~~and to oversee the work of other mechanics. The work is performed under the direction of the Fleet Services Manager.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Oversees and performs skilled mechanical work in the overhaul, repair and maintenance of City vehicles, trucks, heavy and light equipment and other mechanical equipment. Inspects and diagnoses problems in vehicles and equipment.
- ~~Assigns and reviews work.;~~ ~~a~~ Assists workers with unfamiliar tasks.; ~~t~~ Trains new workers.; ~~works along side other mechanics.~~ Assumes additional responsibility in the absence of the Manager. Monitors sexual harassment and drug/alcohol use as required.
- Operates all vehicles and equipment to identify problems and assist the Highway department as needed. Assists the Highway department with snow removal and control functions. Ensures seasonal equipment is ready for operation.
- ~~Repairs landfill equipment.~~ Processes, orders, receives and stocks parts and equipment for repairs.
- Performs the functions of all Garage personnel as needed. ~~;~~ ~~p~~ Performs welding and fabrication functions as needed.
- ~~Inspects repairs completed by in-house staff and outside vendors.~~ Schedules warranty and recall work with dealers.
- Inspects cars, trucks and equipment for City purchase. Obtains parts for repairs.
- ~~Works with Town Hall to monitor budget.~~ Designs and builds special needs projects.

## Middletown, CT Job Description

<b>Classification Title</b>	Master Mechanic
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

- Maintains records of all work performed.
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

Associate's degree, formal apprentice program or equivalent in Mechanics/Repair training with seven years of progressively responsible vehicle and equipment repair experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

#### **Other**

- Position requires a Class A Commercial Driver's License, Motor Transport Association Commercial Brake Inspection certification and Air Conditioning and Confined Space Licenses.

### **PREFERRED QUALIFICATIONS**

#### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, repair orders, invoices, specifications, purchase orders, warranties, titles, daily diary, logs, memos, service records, catalogs, MSDS book, correspondence and general operating manuals.~~

## Middletown, CT Job Description

<b>Classification Title</b>	Master Mechanic
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

- ~~Requires the ability to communicate orally and in writing with the Manager and all Garage personnel, other City departments, vendors, dealers, customers and the public. Ability to price, negotiate and determine appropriate costs and needs~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra. Ability to operate applicable garage equipment~~
- ~~Must possess mechanical skills~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

## Middletown, CT Job Description

<b>Classification Title</b>	Master Mechanic
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

- ~~Ability to S~~satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate equipment and machinery such as radios, torches, air conditioning units and equipment, grinders, lifts, diagnostic equipment, hand and power tools, requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as repairing vehicles and equipment.~~
- ~~Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### WORKING CONDITIONS

*The working conditions 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.*

- ~~Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature, lighting and noise extremes,~~

## Middletown, CT Job Description

<b>Classification Title</b>	Master Mechanic
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

~~vibrations, machinery or traffic hazards can cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/10/15
<b>Dates revised</b>	