
TOWN OF MEDWAY

JOB POSTING

TOWN OF MEDWAY
Principal Mechanic
Fleet Maintenance

The Town of Medway, Department of Public Services, seeks qualified candidates for the full-time Principal Mechanic position.

Responsibilities Position is responsible for planning, organizing, coordinating, assigning, and performing the repair and maintenance of Town of Medway vehicles and equipment to ensure operational readiness of the fleet. Supervises and performs skilled labor and related work incidental to assigned task. Researches, specifies, and purchases equipment and parts. Maintains detailed repair and parts records for the various kinds of vehicles and equipment, with a comprehensive, computerized record keeping system. Operates assigned motor equipment in accordance with all applicable regulations and safety practices.

Qualifications: High School diploma or equivalent; Formal automotive repair training such as Automotive Service Excellence (ASE) certification preferred; Seven (7) years of progressively responsible work as vehicle and equipment maintenance mechanic with two of those years in demonstrated supervisory role in maintenance and repair of varied equipment used in public works operations; or any equivalent combination of education and experience. Working knowledge of the tools, equipment and procedures used in heavy equipment repair, maintenance, adjustment, and record keeping; valid Massachusetts's Class B Commercial Driver's License with air-brake endorsement. Hoisting Engineer's Licenses required to operate complete line of department equipment; good driving record.

Please email cover letter and resume to: kbird@townofmedway.org
Or mail to: Human Resources Coordinator, 155 Village St. Medway, MA 02053

Date of Posting: February 15, 2018

Salary: Grade 8 \$22.70 - \$29.88

Closing Date: March 1, 2018

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Water, DPS Office, Police Station

POSITION DESCRIPTION

TITLE: Principal Fleet Technician
DEPARTMENT: Public Services
DIVISION: Fleet Maintenance
DATE: November 22, 2010
GRADE: 8

Statement of Duties:

The incumbent has the responsibility for planning, organizing, coordinating, assigning, and performing the repair and maintenance of Town of Medway vehicles and equipment to ensure operational readiness of the fleet. To accomplish this, programmed maintenance schedules are developed and implemented for the various kinds of vehicles and equipment, with a comprehensive, computerized record keeping system. Assigns and performs responsible and professional maintenance and repair duties requiring independent judgment in repair methods and replacement of parts.

Inspects the work performed by Fleet Maintenance personnel. Works with Supervisor in both short and long range fleet/equipment planning for the Town. Provides safety and technical training including updated OSHA rules and regulations. Maintains discipline and good personal relations through the knowledge of methods, materials, tools and equipment utilized in providing vehicle and equipment maintenance services and in the modern Principals and practices applied in the development and supervision of the Fleet Maintenance Division.

Organizational Scope:

Works under the general supervision of the Department of Public Services Director and Deputy Director. Supervises the equivalent of one to three full-time and part-time employees and may supervise volunteers for specific projects.

Position Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions:

Performs and Supervises general and in-depth maintenance and repairs on all Town-owned vehicles including the use of computerized diagnostic analyzers. Schedules and keeps up-to-date records on all vehicles and equipment.

Works in accordance with the standard policies and practices of the Town under the general direction of the Director and performs on his/her own initiative, as requested, with the delegated authority to act decisively in any situation.

Performs and supervises the work of staff engaged in the maintenance, repair, overhaul, modification, welding, painting and record keeping of Town vehicles and equipment in accordance with all Federal, State, and local rules and regulations.

Ensures that repair shop facilities, equipment and tools are kept neat, clean, organized, and maintained in good working order including the vehicle wash bay equipment.

Oversees the maintenance and proper operation of the wash bay and associated equipment.

Keeps abreast of the latest technology, procedures, methods, systems and materials employed or used in the industry by reading literature, self-study or by attending special courses and demonstrations. Belongs to professional organizations in order to provide maximum effectiveness and efficiency for fleet services and facilities, operating within assigned resources.

Recommends technical training to those under their supervision: observes and appraises the performance of subordinate staff. Employs methods of work designed to promote and maintain safety and well-being and to instill safety awareness; teaches awareness of hazard and safety prevention; performs regular safety appraisals and takes prompt corrective action as needed; maintains current safety and training programs.

Provides leadership in the administration of shop procedures, objectives, accountability, equipment acquisition, maintenance programs, inventory controls and evaluation of equipment for the Town.

Prepares daily work plans for personnel to effect the operation and functions of the Division.

Anticipates and prepares for the seasonal requirements of the Town; endeavors to have equipment operating at peak efficiency prior to its need.

Oversees parts inventory and ensures proper stocking of parts and materials as needed in conformance of vehicle and equipment maintenance operations. Oversees purchasing and accounting of materials on appropriate repair orders. Monitors and reviews all daily inventory purchases.

Maintains a programmed maintenance schedule for all equipment serviced by the Division.

Maintains data for repairs and fuel costs. From this data, produces various reports, including productivity reports, quarterly shop summary reports and vehicle history reports.

Manages the Division's Right-To-Know information center so as to keep it up to date with all the necessary information needed to maintain a safe work environment at all locations.

Works with Management in the preparation and justification of the Fleet Maintenance Division budget.

Perform off-hour and emergency tasks or other duties as necessary or assigned. As assigned, will carry Division pager and respond as frequently as may be required in a timely manner.

Works as part of a management team toward the proper administration of emergency operations. Oversees and directs the Fleet Maintenance response to snow and ice storms. Shall respond during normal work hours as well as after hours to any departmental or broader municipality declared emergency which requires interdepartmental or intercommunity support and coordination such as, but not limited to, events associated with public safety, public health, storm or disaster response. Performs any and all of the duties relative to the proper administration and operations of the Department of Public Services; available for call at any time in case of emergency.

Recommended Minimum Qualifications:

Education and Experience:

High School graduation or equivalent; Formal automotive repair training such as Automotive Service Excellence (ASE) certification preferred; Seven years of progressively responsible work as vehicle and equipment maintenance mechanic with two of those years in demonstrated supervisory role in maintenance and repair of varied equipment used in public works operations; or any equivalent combination of education and experience.

Working knowledge of the tools, equipment and procedures used in heavy equipment repair, maintenance and adjustment.

Incumbent shall own, provide and maintain on-site, the basic tools typical of a tenured mechanic and required for the performance of repair and maintenance of vehicles and equipment as described in this position description.

Thorough knowledge of managing vehicle and equipment maintenance, with a working knowledge of applicable state, municipal and departmental rules and regulations pertaining to the safe repair and maintenance of all types of equipment.

Ability to read and interpret equipment maintenance manuals, specifications and diagrams. Ability to supervise effectively. Ability to establish and maintain effective working relationships with supervisors, subordinates, coworkers and vendors.

Must possess a valid Massachusetts Class B Commercial Driver's License and a Massachusetts Department of Public Safety Hoisting license to operate complete line of Town equipment.

Ability to organize, plan and supervise the work of employees and to maintain discipline with a unionized work force.

Ability to communicate effectively, providing direction and confirming understanding of direction given. Ability to provide oral and written guidance and feedback.

Employee shall have a demonstrated knowledge of personal computing skills employing Microsoft Windows based software; An appropriate level of proficiency in the use of Microsoft Word, Excel and Access as well as Municipal permitting and other integrated software systems; Demonstrated report preparation employing the effective use of the written word, the compilation of analytical data, and the use of other documentary evidence outlining the progress of enforcement and educational efforts.

Ability to identify areas to be improved upon and subsequently prepare and implement modifications to systems and procedures; Monitor, identify and if necessary, discipline, coach, develop and guide Division employees so that Division goals and objectives are attained.

Employee shall have the ability to recognize conditions requiring maintenance and repair; manage personnel toward these repairs as necessary; exercise proper professional and technical judgment; manage multiple projects, successfully scoping projects from start to finish, including determining resource allocation and monitoring of project completion.