



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
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JOB POSTING

POSITION AVAILABLE: Motor Equipment Repairman (DPW)

QUALIFICATIONS: A minimum of two (2) years experience in the field of preventative maintenance for motor equipment. A CDL and 1c and 2a Hoisting license is required and must possess your own tools.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY RANGE: \$46,994 – 64,870

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: October 4, 2016
To: October 28, 2016

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov at the Human Resources office on the 2nd floor of Town Hall.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an AFSCME Local 833 position Group 3A

**TOWN OF TEWKSBURY
DEPARTMENT OF PUBLIC WORKS
Job Description**

Job Title: Motor Equipment Repairman **Grade:** 3A
Division: Fleet Maintenance, DPW
Prepared: May, 2013

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

SUMMARY

Position provides specialized repair and maintenance of motor equipment. Performs and/or supervises subordinates in the inspection, troubleshooting, adjustment, replacement of parts, and repair of all types of motor equipment, as well as the disassembly and overhaul of gasoline and diesel engines. Must possess own tools to perform general functions and duties.

DUTIES & RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Inspect, diagnose and perform specialized mechanical repairs of vehicles, equipment and apparatus for various departments and agencies; maintain and service a variety of gasoline and diesel powered vehicles and equipment including disassembly, replacing faulty parts, engine overhauls, front-end repairs, replacing clutches and transmissions.
- Perform preventive maintenance to vehicles and equipment; to include, but not limited to tire repairs and road service repairs; check and replace fluids and lubricate vehicles and equipment on scheduled basis and as needed; adjusts brakes and clutches and other preventative maintenance duties.
- Diagnose, adjust and repair hydraulic systems, electrical, engine and transmission components, and other mechanical assemblies of vehicles and equipment; including related attachments, relays, lights, switches, etc.; Performs autobody and related welding and fabrication.
- Inspect and test equipment repairs to monitor proper functioning; compare repairs and service completed with documented work request information to ensure complete, responsive service; and document repairs made.
- Prepare snow removal equipment for use; repair equipment as required; participate in snow and ice removal and treatment operations, some of which occur after normal work hours; participate in other inclement weather operations and services to provide equipment maintenance and repair services to crews.

- Operate assigned equipment in a safe and efficient manner, according to established policies and procedures.
- Perform other work that may be assigned by the Superintendent of Public Works or his Designee.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a vehicle and equipment services shop.
- Methods and techniques of diagnosing, repairing, and maintaining equipment and vehicles.
- Systems and components of equipment and vehicles, including engine systems, electrical functions, cooling systems, fuel systems, hoisting and associated equipment functions etc.
- Parts, fluids and tools used in mechanical repair and servicing of vehicles and equipment.
- Methods and techniques for welding and fabrication.
- Hazards associated with motor equipment repair and shop safety procedures and practices.
- Computer applications and changing technology within the work environment.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Communicate clearly and concisely.
- Perform mechanical repairs and maintenance work to maintain equipment in good working order.
- Function/drive all equipment and vehicles when necessary.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE and TRAINING GUIDELINES-

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

- Equivalent to high school diploma.
- A minimum of five years of previous automotive mechanical repair work servicing small and large construction equipment gas and diesel engines. Training in automotive mechanical repair preferred.
- Must have knowledge of and demonstrated ability to operate gas and electric welders.

License or Certification:

- Possession of an appropriate level, valid Class B commercial driver's license (CDL), with airbrakes and all endorsements as may be required.
- Class 1c and 2a hoisting license is required.
- Possession of or ability to obtain, A.S.E. Certification and I.M.A.C.A certification within 6 months of position award.
- All other appropriate licenses and/or certificates for assigned activities as may be required to maintain fleet and comply with federal, state and local laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the division Supervisor assigned (Highway/Forestry, Water/Sewer, Fleet).
- May exercise supervision directly and through subordinates assigned within the Fleet Maintenance Division. May supervise a small crew of workers at a lower skill level such as laborer, helpers, and maintenance operators.

WORKING CONDITIONS

Environmental Conditions:

Mechanical repair and maintenance shop environment; exposure to extreme hot/cold weather conditions when conducting field repairs; exposure to vibrations, noise, fumes, odors, gasoline, solvents, cleaners, oils and other related liquids; work on slippery or uneven surfaces, work around heavy machinery, moving objects and vehicles; work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; works closely with others and/or alone; overtime and irregular working hours for inclement weather situations and other circumstances deemed an emergency by the Superintendent of Public Works.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for extended periods of time; use of fingers, both arms, hands and legs; moderate to heavy lifting, handle and manipulate at least 75 lbs., normally less; some crouching, stooping, squatting, crawling, reaching, pushing and pulling when performing maintenance and repair tasks; adequate vision, hearing and speech required; must be able to operate assigned equipment and vehicles.