



CITY OF HARTFORD - HUMAN RESOURCES DEPARTMENT
invites applications for the position of:

Automotive Mechanic

SALARY: \$47,736.00 - \$50,596.00 Annually

DEPARTMENT: Department of Public Works

OPENING DATE: 10/07/20

CLOSING DATE: 10/21/20 05:00 PM

DESCRIPTION:

Vacancy is within the Equipment Services Division of the Public Works Department. Under general supervision, performs skilled diagnostic and repair work upon a variety of light municipal fleet vehicles at the journeyman level. Diagnoses electrical and mechanical disorders within a variety of automotive equipment determining the optimal mode of repair. Repairs, rebuilds, and reconditions automotive equipment such as automobiles, pick-up trucks, vans, motorcycles, scooter and other specialized gasoline powered equipment. Operates a wrecker/tow truck performing emergency service calls upon disabled municipal vehicles. Modifies and converts ordinary automobiles to police cruisers by installing sirens, prisoner screens, improved springs and suspension systems, emergency lights and other specialized security devices. Performs repairs on brakes, air conditioning systems, power windows, power steering mechanisms, electric ignitions, emissions control systems, standard and four-wheel drive transmissions, differential, rear ends, carburetors, engine tune ups, automotive electrical systems as well as other maintenance tasks. Replaces, adjusts, fine-tunes and cleans all parts and accessories upon a variety of vehicles as required. Services equipment with gasoline, oil, and grease. Inspects and road tests vehicles which have undergone repair or overhaul. Records labor and replacement part expenditures utilizing standardized departmental forms. Incumbent(s) may be required to perform additional related duties. **This is a 1716 union position. The hours of this position are 40 per week.**

KNOWLEDGE, SKILLS & ABILITIES:

The examination will consist of rating your training and experience as contained on your application and may also include a written test, an oral test or both. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure the working knowledge of working knowledge of modern theories, practices, tools and equipment of automotive mechanics' trade. Working knowledge of operating principles and mechanics of internal combustion engines, automotive power steering and air conditioning equipment, emission control systems, automotive electronics, as well as all types of transmissions. Working knowledge of occupational hazards and safety precautions of the mechanics' trade. Skills in the use and care of the standard tools of the trade. The ability to read and interpret automotive blueprints and electronic diagrams. Ability to accurately diagnose equipment failures as well as promptly and reliably repair a variety of automotive equipment. Ability to understand and follow oral and written instructions. Ability to operate a variety of automotive equipment.

QUALIFICATIONS:

Open to all applicants who meet the following qualifications:

Graduation from an accredited high school, vocational school (or its equivalent) including or supplemented by technical courses in or related to automotive mechanics and theory

AND

Two (2) years of full-time work experience as a journeyman automotive mechanic engaged in the repair of a variety of automotive equipment.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid Driver's License REQUIRED.

A COPY OF YOUR VALID DRIVER'S LICENSE MUST BE SUBMITTED WITH YOUR APPLICATION.

HARTFORD RESIDENCY PREFERRED. Preferably be a bona-fide resident of the City of Hartford at the time of application. A completed CITY OF HARTFORD RESIDENCY AFFIDAVIT including proof of residency as indicated on the RESIDENCY AFFIDAVIT may be submitted.

A COPY OF YOUR DIPLOMA OR TRANSCRIPT MUST BE SUBMITTED WITH YOUR APPLICATION. A DIPLOMA OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.

APPLICATIONS VIA FACSIMILE OR EMAIL ARE NOT ACCEPTED.

OTHER INFORMATION:

MUST SUPPLY YOUR OWN TOOLS TO PERFORM REPAIR TASKS.

If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, and an in-depth background check, including criminal. If appointed, you will serve up to 6 months of probation. This examination and employment process are subject to all federal, state, and municipal laws, rules and regulations.

NOTE: ALL CORRESPONDENCE AND INFORMATION CONCERNING THE APPLICATION AND TESTING PROCESS WILL OCCUR VIA EMAIL, UNLESS OTHERWISE REQUESTED AT TIME OF APPLICATION.

IN ADDITION TO CHECKING YOUR EMAIL INBOX FOR RECRUITMENT CORRESPONDENCE, PLEASE ALSO CHECK YOUR JUNK AND SPAM FOLDERS.

Veteran's Preference: Preferential Points may be given to Eligible Veterans. Must submit a Veteran's Preference Form, along with a DD-214 and Disability letter (if applicable) from the Office of Veteran's Affairs.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hartford.gov>

Position #00623
AUTOMOTIVE MECHANIC
PR

Human Resources Department
550 Main Street
Hartford, CT 06103
860-757-9800

humanresources@hartford.gov

Automotive Mechanic Supplemental Questionnaire

* 1. I have attached a copy of my degree/transcript. (I understand this is required to be considered for this position and not attaching my degree/transcript will deem me not qualified).

Yes No

* 2. I have attached a copy of my Driver's License. (I understand this is required to be considered for this position and not attaching my Driver's License will deem me not qualified).

Yes No

* 3. Please describe in detail your experience repairing automobiles. What type of automobiles and equipment did you repair? What tasks did you perform on the equipment?

* Required Question