



CITY OF MELROSE Human Resources Department

City of Melrose Department of Public Works **Junior Mechanic**

- You pride yourself in being punctual, hardworking, and being a team-player.
- You have the energy, mechanical aptitude and enjoy a physically demanding job.
- You practice customer service skills in all dealings with people on the job.
- You don't mind working in inclement weather and overtime hours.

For a comprehensive job description and application visit www.cityofmelrose.org, click on Employment Opportunities (bottom left). **Only legible fully completed applications with clear copies of all required licenses are considered.** Email to mlong@cityofmelrose.org or mail to Marianne Long, Human Resources, Melrose City Hall, 562 Main St., Melrose, MA 02176. Deadline to apply is October 21, 2020. EOE/ Diverse applicants encourage to apply.

Status: Local 272 Laborers, Full Time, 40 hours

Compensation: Commensurate with experience

City of Melrose offers comprehensive benefits including Pension, Health Insurance and Paid Time Off with regular opportunities for overtime. \$500 reimbursement/year for using personal tools.

Job Dimensions:

Under the direction of the Mechanic, will perform skilled and semi-skilled work in the repair and maintenance of a wide variety of mechanical equipment (**i.e. light and medium duty trucks (gas), diesel heavy duty trucks; diesel machinery such as bobcats, front end loaders, backhoes etc.**). The work includes routine repair, preventive maintenance, and emergency breakdown repair, all of which involves responsibility for making swift, efficient, and workmanlike repairs. The works requires frequent review and consultation with written equipment manuals or verbal consultations with manufacturer service technicians. In consultation with the Mechanic, at times will conduct defect diagnosis and makes decisions as to causes of malfunction or defects and determines the most appropriate, resourceful and cost efficient means of repairs. The Junior Mechanic must be familiar with routine operation of the department's equipment and instructs others in operation of it.

Qualifications:

- **Graduation from Automotive Trade School and a minimum of 3 years experience** in the operation, maintenance and repair of **gas powered vehicles and equipment**. Minimum of five years' experience without trade school certification.
- Demonstrated and documented progressive experience in the performance of gasoline equipment mechanical repairs. Diesel experience preferred.

- Must possess a current, **valid, and unrestricted Massachusetts Commercial Driver's License** (or obtain within 90 days of hire date)
- Qualified to do responsible mechanical work to assure safe and functionally operational equipment.
- Subject to favorable results from pre-employment medical exam and drug and alcohol test.
- Must be **in compliance with the City's Drug and Alcohol Free Workplace policy**.
- Ability to **pass a Background check** including Criminal Record Offender Information and fingerprinting.
- Punctual, reliable and regular attendance is required.
- Must possess a driving record which proves responsible and lawful driving habits.
- The Candidate must possess and bring to the work place all hand tools and automotive repair equipment required to complete the automotive repair work described in the duties above. The City shall provide all major mechanical equipment and power tools including but not limited to lifts, jacks, compressors, welders, tire machine, etc.