

TOWN OF WINDSOR

Job Description

Job Title: PUBLIC WORKS CREW LEADER - MECHANIC
Department: Public Works
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: December 2017
Approved By: Town Council
Approved Date: January 16, 2018

GENERAL PURPOSE

Under the general supervision of the Public Works Operations Manager, performs and supervises skilled and semiskilled work in the repair, overhaul, maintenance and operation of highway trucks, a variety of town vehicles, heavy and light equipment, small engines and related mechanical public works and parks maintenance equipment. Responsible for the safe and efficient operation of equipment requiring a CDL motor vehicle operator's license. Work includes mechanics' duties and equipment operation and maintenance duties to diagnose, troubleshoot, and repair vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May receive work assignments from the Public Works Operations Manager, the Director of Public Works/Town Engineer, or others as designated by the Director of Public Works/Town Engineer.

- Supervises a crew of mechanics in their performance of vehicle and equipment maintenance, overhaul and repair, including: gasoline and diesel motors, trucks, snowplows, spreaders, mowers, tractors, automobiles and other heavy construction and maintenance equipment.
- Leads the planning and scheduling of maintenance and repair projects and mechanic assignments.
- Analyzes operating problems in vehicles and equipment and determines repairs to be made. Performs operating tests to assure proper operation following repairs or maintenance.
- Oversees the performance of preventive maintenance on vehicles and equipment.
- Assures adherence to safety procedures and shop cleanliness.
- Operates heavy and light equipment for testing and to perform assigned duties, including dump trucks, tractor mowers, sweepers, pay loader, backhoe, compressors, etc.

- Uses welding and fabrication equipment; repairs damaged vehicle bodies and body parts, and equipment auxiliary parts;
- Recommends, advises and submits specifications for purchase of vehicles, tools and equipment. Approves repair parts orders, orders parts as necessary to maintain inventory.
- Performs the full range of maintenance and repairs on vehicles and equipment in emergencies, as necessary. Operates equipment and participates in the emergency snow removal plan of the Town, including inclement weather i.e. hurricanes, floods, blizzards, etc. Must be available to respond to emergency calls on a 24 hour basis for emergency vehicle repair and maintenance, etc.
- Oversees and trains assigned mechanics and subordinate personnel.
- Maintains records on vehicle and equipment maintenance and repair and on the work of the mechanics crew. Utilizes Computerized Maintenance Management System (CMMS) as directed to initiate preventive and corrective maintenance; maintains work time, material and repair records.
- Performs other related work as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Innovative – Seeks new ways to expand or improve operations and services to the town.

Leadership/Supervisory – Has abilities to motivate people to want to follow his/her lead.

Technical – Ability to collect and analyze data; use current technology to maintain records and schedule maintenance activities.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills – Tactful but firm. Is respectful with the ability to establish effective working relationships with staff and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting and gets clarification, if needed. Shows respect and sensitivity for differences.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered

when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; Uses equipment and materials properly.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

A high school diploma or the equivalent and diesel engine maintenance training plus five years of progressively responsible experience in the full range of vehicle and heavy equipment maintenance and repair, OR, any combination of training and experience which provides a demonstrated potential to perform the duties of the class.

Knowledge, Skills and Abilities

Considerable knowledge of and skill in the mechanical operation and repair of all types of vehicles and heavy and light power equipment. Knowledge of repair equipment and tools for vehicles and heavy and light power equipment. Skill in vehicle and heavy equipment mechanics and operation. Ability to diagnose operating problems in vehicles and heavy and light power equipment. Ability to understand and follow complex oral and written instructions. Ability to maintain basic records, maintain a parts and supplies inventory system and to supervise the work of others. Ability to lift and move heavy equipment parts and components by hand or with lifting equipment. Ability to work without close supervision. Skill in welding and fabrication. Ability to establish and maintain effective working relationships with superiors, associates, subordinates, and vendors. Ability to work under unpleasant working conditions. Ability to provide leadership and train others.

OTHER SKILLS AND ABILITIES

Must be available for standby and emergency response coverage after regular working hours, weekends and holidays. Must have good driving record. Must pass post-offer physical and drug screen and be subject to random drug and alcohol testing in accordance with Federal regulations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Class A (CDL) motor vehicle driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in restrictive work areas with exposure to dirt, oils, greases, noise, fumes, temperature extremes and other uncomfortable or disagreeable conditions. Requires extensive lifting

and climbing onto or under equipment or on ladders, at times carrying heavy items up to 75 pounds. Frequent use of wrenches, often in awkward positions with elbows extended. Other repair functions are performed relying upon repetitive, heavy use of the upper extremities. May work outdoors in temperature extremes performing repairs. May include extended work periods in excess of eight hours and being called to respond to the essential obligations of the town. The noise levels may be moderate to loud.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.



Town of Windsor Public Works Crew Leader (Mechanic)

The **Town of Windsor** and its employees strive to create an exceptional quality of life that engages citizens, provides commercial & leisure amenities, promotes business and employment opportunities and provides unsurpassed value to taxpayers. The town's vision is to create an environment where dreams can come true for individuals, families and businesses. We are First in Connecticut - First for our citizens.



The **Crew Leader (Mechanic)** position in the Public Works Department has recently become available due to an upcoming retirement. In this role, you will report to the Operations Manager who reports to the Director of Public Works. You will work in a team environment that includes other Public Works department staff including a project engineer, crew leaders, maintainers, administrative assistants; and town-wide divisional teams. The starting salary range is \$64,414 to \$70,848 depending on qualifications and experience. Town employees enjoy a comprehensive benefit package, including but not limited to, health, dental and life insurance, tuition reimbursement, short and long term disability and a defined contribution retirement plan.

This is a great opportunity for a skilled mechanic who wants to get the job done, takes pride in their work, and wants to positively impact the Town each day. This person wants to work with a group of outstanding people who strive to be successful and innovative. To succeed in this role this person will enjoy contributing to a dynamic working environment. The right candidate will take ownership of this role and will be passionate about teamwork and creating a can-do culture. We are seeking a highly organized, detail oriented and collaborative individual to perform supervisory and skilled equipment maintenance work of considerable difficulty for the purpose of assuring the maintenance and repair of fleet automobiles and public works and parks maintenance equipment. If this sounds like you, let us know.

Your typical work activities may include:

- Immediate supervision of Mechanics in their performance of vehicle and equipment maintenance and repairs
- Assisting in planning and scheduling maintenance and repair projects and mechanic assignments
- Analyzing operating problems in vehicles and determines repairs to be made
- Performing operating tests to assure proper operation following repairs of maintenance
- Overseeing the performance of preventive maintenance on vehicles and equipment, and assures adherence to safety procedures and shop cleanliness. Utilizing Computerized Maintenance Management Systems (CMMS), as directed, to initiate preventive and corrective maintenance.



Requirements include:

- Considerable knowledge of the mechanical operation and repair of all types of vehicles and heavy and light power equipment
- Considerable skill in vehicle and heavy equipment mechanics
- Ability to diagnose operating problems in vehicles and heavy and light power equipment
- Ability to understand and follow complex oral and written instructions; maintain basic records; and, supervise the work of others
- Ability to maintain effective working relationships with superiors, associates, subordinates and vendors
- High School Diploma or equivalent and diesel engine maintenance training, plus five years of progressively responsible experience in the full range of vehicle and heavy equipment maintenance and repair; or, any combination of training and experience which provides a demonstrated potential to perform the duties of the position
- Computer experience, including fleet maintenance software, preferred
- Must have and maintain a valid Commercial Driver's License (CDL-A)
- Must provide own basic repair tools
- Supervisory experience is a plus

To apply: Please visit townofwindsorct.com/humanresources/ and attach a cover letter *with salary requirements* and resume. Applications will be reviewed as submitted. Position will remain open until filled. The Town of Windsor is an Equal Opportunity Employer and values diversity at all levels of the workforce. **EOE/AA**