

TOWN OF TIVERTON  
DEPARTMENT OF PUBLIC WORKS  
FULL TIME HEAD MECHANIC

The Town of Tiverton seeks to fill the position of Head Mechanic for the Department of Public Works. This advertisement is a general description of the requirements for this job; the complete, detailed description of duties, responsibilities, qualifications and selection guidelines associated with this position are published online at [www.tiverton.ri.gov](http://www.tiverton.ri.gov) in the “employment opportunities” area. The Head Mechanic performs a full range of skilled maintenance, diagnostic, inspection, and repair duties on trucks, automobiles, heavy construction equipment, fire apparatus, and other town vehicles. To be considered, candidates must possess the following minimum qualifications: a high school diploma or GED equivalent plus some specialized training in diesel mechanics, engine repair, maintenance management, or a closely related field. Five (5) years of experience as a mechanic, including experience working with heavy construction equipment, fire apparatus, gas and diesel engines, and hydraulic and air brake systems. Three written references from former or current employers shall be submitted with application. A full employment history (formal resumes preferred) and cover letter shall be submitted. A valid State driver’s license with a Class “B” CDL endorsement, Emergency Vehicle Technician (EVT) Certification, or ability to obtain both within six (6) months of employment. Hoisting Engineers Limited License for backhoe and front end loader is also desirable.

Submit all written materials, proof of license endorsements and/or special certificates, and references to; Personnel Board, P.O. Box 38, Tiverton, Rhode Island 02878 no later than 4:00 PM on Friday, June 1, 2018. Applications received after this deadline will not be considered.

**JOB DESCRIPTION FOLLOWS**

POSITION DESCRIPTION

Class Title:	<b>Head Mechanic</b>	Job Code Number:	
Department:	Public Works	Grade Number:	
Division:	Mechanic	Union:	Teamsters
Date:	April 30, 2018	Location:	Public Works Department

GENERAL PURPOSE

Under the supervision of the Director of Public Works, will perform a full range of skilled mechanical maintenance, diagnostic, inspection, and repair duties on trucks, automobiles, heavy construction equipment, fire apparatus, school bus, and other Town vehicles. Act as lead person for the work of the other mechanic, and do other work as required.

## SUPERVISION RECEIVED

Works under the close supervision of the Director of Public Works.

## SUPERVISION EXERCISED

Oversees work of the Mechanic's Helper

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, carries out and evaluates preventive maintenance schedules for all vehicles, heavy construction equipment, fire department apparatus, and miscellaneous mechanical equipment, either personally, or through outside vendors.
- Train, monitor, and inspect work of the Mechanic's helper and outside service personnel for accuracy and compliance to established standards.
- Inspects and determines worthiness of vehicles and equipment prior to purchase and make recommendations to the Director.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, diagnose, overhaul, adjust and repair gas and diesel-powered trucks and automobiles, fire apparatus, heavy construction equipment, bus, and other power equipment as necessary in the performance of repair and maintenance work.
- Perform general overhaul, installation, repair, replacement and adjustment of bearings, ignitions, carburetors, fuel injectors, transmissions, differentials, axle assemblies, exhaust, brakes, electrical, hydraulic, air, engine, steering mechanisms, drive shafts, fenders, radiators, and front end and rear suspensions systems.
- Road test vehicles/equipment after work has been completed.
- Inspect all equipment and vehicles and sign forms indicating compliance with State requirements provided by law.
- Cuts and welds metal and performs body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation and administration of mechanical/repair budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Perform related duties and responsibilities as required.

## PERIPHERAL DUTIES

May serve as a member of various employee committees.

## DESIRED MINIMUM QUALIFICATIONS

### **Education and Experience:**

- A. Graduation from high school diploma or GED equivalent plus some specialized training in diesel mechanics, engine repair, maintenance management, or a closely related field. Associates degree in automotive technology, diesel mechanics or similar field preferred.
- B. Five (5) years of experience as a mechanic, including experience working with heavy construction equipment, fire apparatus, gas and diesel engines, and hydraulic and air brake systems, or
- C. Any equivalent combination of education and experience.

### **Necessary Knowledge, Skills and Abilities:**

- Methods, techniques and procedures used in the inspection, maintenance, overhaul, repair, and adjustment of gas and diesel-powered equipment
- Operating and repair characteristics of a variety of automotive, truck, heavy equipment, and fire apparatus diagnostic and repair equipment and tools.
- Methods, techniques and procedures used in the repair and adjustment of fuel, ignition, electrical, and cooling systems and chassis
- Methods and techniques of performing acetylene and arc welding, painting and electrical work on motorized vehicles, trucks, and equipment.
- Procedures of preventative maintenance related to diesel and gasoline vehicles and equipment.
- Principles, practices and procedures of recycling and disposing of hazardous waste from motorized vehicles and equipment.
- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Operational hazards and standard safety practices necessary in the area of assigned work
- Principles and procedures of record keeping
- Safe Driving principles and practices
- Thorough knowledge of automotive mechanics, gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective accounting procedures; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

## SPECIAL REQUIREMENTS

- Valid State Driver's License with CDL endorsement, or ability to obtain one within six (6) months of employment.

- Emergency Vehicle Technician (EVT) Certification, or ability to obtain within six (6) months of employment.
- Hoisting Engineers License for backhoe and front-end loader is desirable.

### TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanics' tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles and equipment; electronic vehicle diagnostic equipment; personal computer, calculator, phone, mobile or portable radio.

### PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 the work is similar, related for a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_

\_\_\_\_\_  
Supervisor  
William Anderson, Director  
Administrator  
Department of Public Works

Approval:

Appointing Authority  
Jan Reitsma, Town

Acceptance: \_\_\_\_\_

Head Mechanic