



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: MASTER MECHANIC

SALARY RANGE: \$21.79 - \$32.24 per hour

HOURS OF WORK: 7:00 a.m. – 3:30 p.m.

The City of Middletown is accepting applications for the position of Master Mechanic. This position is located in the Public Works Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on October 19, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS: Associate's degree, formal apprentice program or equivalent in Mechanics/Repair training with seven years of progressively responsible vehicle and equipment repair experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Class B Commercial Driver's License (CDL) with the ability to obtain a Class A CDL, if required Air Brake certification based on federal guidelines; Air Conditioning certification and the ability to obtain Confined Space certification within one year of appointment. **(Copies of all required licenses & certifications must be attached to the job application at time of submission or application may be rejected.)** Candidates appointed to this position must participate in all aspects of DOT-regulated drug & alcohol testing, including pre-employment, random, reasonable suspicion, return-to-duty and follow-up testing as a condition of employment.

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

POSITION PURPOSE: Repair and maintain City-owned vehicles and equipment. The work is performed under the direction of the Manager of Fleet Services

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Oversees and performs skilled mechanical work in the overhaul, repair and maintenance of City vehicles, trucks, heavy and light equipment and other mechanical equipment. Inspects and diagnoses problems in vehicles and equipment. Assigns and reviews work; assists workers with unfamiliar tasks; trains new workers; works alongside other mechanics. Assumes additional responsibility in the absence of the Manager. Monitors sexual harassment and drug/alcohol use as required. Operates all vehicles and equipment to identify problems and assist the Highway department as needed. Assists the Highway department with snow removal and control functions. Ensures seasonal equipment is ready for operation. Repairs landfill equipment. Performs the functions of all Garage personnel as needed; performs welding and fabrication functions as needed. Inspects repairs completed by in-house staff and outside vendors. Inspects cars, trucks and equipment for City purchase. Obtains parts for repairs. Works with Town Hall to monitor budget. Maintains records of all work performed. Performs other related functions as assigned or required.

CLOSING DATE: Completed Application for Employment forms must be received in the Human Resources Division **no later than 4:30 p.m. on October 19, 2016**. Incomplete applications or resumes submitted without the completed application form will not be considered.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Issued: 09/28/16