



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-393-2406

<u>POSITION:</u>	MEO III Motor Equipment Repairperson
<u>DEPARTMENT:</u>	Dept. Public Works/Fleet Maintenance
<u>HOURS OF WORK:</u>	Full-Time (40 Hours/weekly) Monday – Friday 7:00 AM – 4:00 PM
<u>SALARY RANGE:</u>	\$1,088.34 - \$ 1,165.50 weekly CAF PW10 (Union)

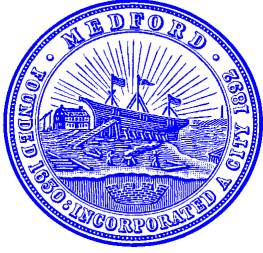
Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all the duties performed within the job.

BASIC FUNCTION: Repairs, troubleshoots, and maintains electric, diesel and gasoline municipal trucks, parking, police, and other fire department equipment. Skilled manual work in automotive and truck repair and to perform related work as required. Routine but responsible supervisory and routine unskilled, semi-skilled or skilled manual work, performing the same duties as the employees supervised and requiring the highest degree of skills as that of an employee occupying a position in a classification in the supervised group. Errors may result in substantial costs from failure to maintain the desired standard of municipal service or damage to equipment.

SUPERVISION: Works under the direct supervision of the Superintendent of Equipment

RESPONSIBILITIES

- Reads service requisitions and observes and listens to trucks in operation to determine malfunctions and to plan work procedures.
- Works on ignition systems, changing or recharging batteries, and replacing transmissions and other related parts.
- Overhaul of gas or diesel engines.
- Performs preventive maintenance. Repair of hydraulic systems, generators, pumps, and miscellaneous hydraulic equipment.
- Examines protective guards, loose bolts and specified safety devices on trucks and adjusts.
- Lubricates and troubleshoots gasoline and diesel internal combustion engine-powered vehicles and other engine powered equipment.
- Performs fabricating of special lifting or towing attachments, hydraulics systems, shields, or other devices according to blueprints or schematic drawings.
- Dispenses fuel to authorized city vehicles.



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- Repairs fire hoses and related apparatus.
- Works under intermittent supervision, performing duties that are procedure based allowing the incumbent to act independently but with ready access to a supervisor who determines course of action if an unusual problem is encountered.
- Performs functions which are well defined and limited in scope, but which may involve a choice of two or more alternative approaches to well precedented problems.
- Work is limited to contacts with immediate associates but may on occasion require that the incumbent provide basic information in direct response to routine questions.
- Work involves supervision of a small group of journeymen, crafts persons, and workers at a lower skill level and/or laborer and includes assigning work, enforcing safety regulation, maintaining discipline, and reviewing performance.
- May assign routine maintenance work to supervise a helper on temporary interim assignment.
- May instruct operator as to daily inspection care and proper operation of major equipment units. Makes recommendations to superintendent and/or department head regarding practices involving safety or equipment operation.
- May, in emergency or for troubleshooting purposes, or as assigned, operate any of the equipment, for which he has the maintenance responsibility.
- Performs incidental storekeeping work with relation to parts, tools, and supplies.
- Repairs and overhauls power equipment and tools such as lawnmowers, snow blowers, compressors, pumps, jackhammers, plows, and sanding equipment.
- Performs related duties as needed.

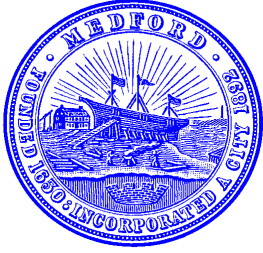
WORKING CONDITIONS

Environmental Conditions

Indoor and outdoor environments with wide range of weather conditions, exposure to vibrations and noise; work on slippery or uneven surfaces. Work with electrical energy; work with and around heavy machinery; work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; exposure to toxic chemicals; irregular working hours for inclement weather situations and other circumstances.

Physical Conditions

Essential functions may require maintaining physical condition necessary for sitting, standing and walking for extended periods of time; moderate to heavy lifting and carrying which includes the ability to lift to one hundred (100) pounds; pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands and legs required; must be able to distinguish colors and operate assigned vehicles. Work requires intermittent strenuous positions, which result in frequent strain and which periodically, must be performed under adverse weather conditions in the field.



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LICENSE AND EXPERIENCE REQUIRED

- Possession of a Class B Massachusetts Motor Vehicle Operator's License with Air Brake Endorsement.
- Possession of a Mass Hoisting Operators 2b License or ability to obtain within probation period.
- Commercial Driver's License (C.D.L.) required a new Employee must obtain within probation period.
- Automotive Vocational Technical School Certificate or A.S.E. Certified.
- Skilled in fabrication of metal, gas, and electric welding.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively before groups of customers, employees, or organizations.

MATHEMATICAL SKILLS: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume, and distance. Basic computer skills in order to maintain vehicle records.

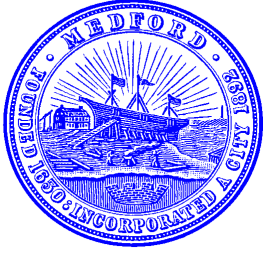
REASONING ABILITY: Ability to apply common sense understanding to conduct instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.



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