



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

**DON ZIMMERMAN**  
DIRECTOR OF HUMAN RESOURCES

### INTERNAL/EXTERNAL POSTING

#### NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Works	Equipment Maintenance	Police and Fire Fleet Mechanic Specialist	R44 - \$879.25-\$943.21

**Scheduled Hours: 7:00 AM to 3:30 PM Monday- Friday (Must be available 24 hours/day via pager)**

Your application package must include all of the following:

1. A fully-executed copy of your City of Pawtucket Employment Application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under "Employment Opportunities.
2. Copy of your High School Diploma or GED.
3. Copy of your current CDL.
4. Copy of your Certificate from an accredited school in "Centrifugal Pump Maintenance and Repair".

E-mail your entire package to [HR@pawtucketri.com](mailto:HR@pawtucketri.com)

**Candidates must meet minimum qualifications as stated in job description.**

**PLEASE REVIEW THE JOB DESCRIPTION BEFORE APPLYING FOR THIS POSITION.**

#### **Application Period:**

**Internal Applicants:** April 3, 2018- April 11, 2018

**External Applicants:** April 3, 2018- Until filled

*The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.*



## CITY OF PAWTUCKET

### Job Description

**Job Title:** Police and Fire Fleet Mechanic Specialist  
**Department:** PUBLIC WORKS  
**Reports To:** Superintendent of Equipment Maintenance  
**Pay Grade:** R 44  
**Prepared By:** ASG  
**Prepared Date:** November 2000  
**Approved By:** JEC  
**Approved Date:** November 2000

#### **SUMMARY**

Performs skilled and supervisory work in the maintenance of the Safety Fleet assigned to Fire and Police Departments.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Assumes the duties of Superintendent of Equipment Maintenance in the event of his absence.
- Maintains and repairs all types of automotive equipment
- Maintains a schedule for preventive maintenance on all equipment
- Records dates, hours and mileage accrued on all department vehicles
- Coordinates Health Department and Safety inspections of all emergency vehicles
- Keeps inventory of parts and supplies needed
- Keeps records of billing from outside vendors and solicits bids for work to be performed
- Maintain Fire Department apparatus up to manufacturers specifications
- Performing related work as required
- Required to be available, on call (via pager) 24 hours a day

#### **SUPERVISORY RESPONSIBILITIES**

Supervises a group of skilled and semi-skilled mechanics and helpers.  
Assigns, distributes and schedules work to be performed.

#### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED), working knowledge of methods, tools and materials used in a variety of skilled trades, including plumbing, ability to work with blueprints, and to prepare rough pencil sketches of equipment to be repaired, plus supervisory skills

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the City.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

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

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Commercial Drivers License  
Certificate from credited school in Centrifugal Pump Maintenance and Repair

### **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 regularly required to walk. The employee frequently is required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 50 pounds.

### **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 is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and fumes or airborne particles. The noise level in the work environment is usually loud.