

NOTICE OF VACANCY-INTERNAL AFSCME POSTING AND EXTERNAL POSTING
PROMOTIONAL OPPORTUNITY

TITLE: Senior Fleet Working Foreman, Central Motors
DEPARTMENT: Department of Public Services - Central Motors
POSITION STATUS: Full-time, permanent position, AFSCME Local 1818, with benefits
REPORTS TO: Director of Public Services or designee

SUPERVISION EXERCISED:

Provides direct supervision to work crews including Motor Equipment Repair, Motor Equipment Working Foremen.

<u>WEEKLY SALARY:</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
	\$1187.25	\$1231.75	\$1278.06

DUTIES:

Assembles assigned crew, materials, and equipment necessary to complete projects, trains and guides subordinates, checking to see if instructions are being followed for adequacy and safety of work.

Assists and supervises in the more complex phases of maintenance and repair work on motor equipment and vehicles.

Supervises, inspects and certifies for adequate conformance to State safety requirements of the mechanical condition of city motor vehicles. Maintains computerized inventory database of tools, parts and equipment. Orders tools, equipment, and parts as needed. Assists in preparation of annual budget.

Inspects, supervises and performs skilled repairs and maintenance of motorized equipment, including, but not limited to the following: gasoline and diesel-powered internal combustion engines.

Responsible to ensure tune-ups, repairs to electrical systems, AC, hydraulic systems, drive line systems brakes, and all other repairs of the miscellaneous equipment owned by the City are completed properly.

Plans, schedules, works on and inspects engine diagnostic systems, electrical and electronic systems. Maintains work orders of work performed and supplies used, and researches ways to perform work in the most efficient and cost-effective manner.

Assigns and directs regular departmental work, receiving operational problems, and determining the best course of action. Responds to policy problems and tries to resolve them with supervisor. Operates and instructs on operation of all departmental equipment as required and may perform incidental laborer work, and other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the hazards and safety precautions of the position. Advanced knowledge of the materials, tools, methods, and standard practices of the skills in the use and care of tools used in phases of automotive repair and maintenance. Knowledge of radio communications equipment. Ability to operate all aforementioned equipment.

Ability to perform physical labor, when requested, as well as a good knowledge of the operating principles of the internal combustion engines. Ability to diagnose defects and repairs a wide variety of construction and maintenance equipment. Ability to formulate, deliver and follow oral and written instructions and to work well with others.

QUALIFICATIONS:

A good work ethic with minimal absenteeism.

A strong history of good job performance and willingness to follow instructions from supervisors, and delegate tasks by taking a leading role to ensure tasks are completed in a timely manner.

Must have at least two (2) years experience in performing the full range of heavy duty or construction equipment maintenance and repair work, preferably supplemented by course work in automotive mechanics at a trade school or any

equivalent combination of training and experience which demonstrates possession of the required knowledge, skills and abilities.

Must possess a valid Massachusetts Commercial Driver License (CDL B). Must possess a valid Massachusetts hoisting license (H2B). Must be able to obtain AC, Passenger, and Tanker Endorsements, along with H3A and H1B hoisting licenses within a time to be determined by the Director, his designee and the Human Resources Department.

Ability to plan work, and then to guide and instruct employees. Ability to lead subordinates. Ability to perform strenuous manual labor. Ability to develop effective working relationships with supervisors and subordinates.

Ability to use and program Gas Boy. Working knowledge of the Mitchell Diagnostic machine, and ability to troubleshoot when necessary. Maintains preventative maintenance schedules for all city owned vehicles. Maintains information for and generates reports used in departmental budgets.

PHYSICAL DEMANDS & WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle or feel objects, tools or controls, reach with hands and arms, and climb or balance. The employee is frequently required to sit and stoop, kneel or crouch, or lay on the ground. The employee regularly lifts items between 10 and 50 pounds and must occasionally lift and/or move more than 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts; in high, precarious places, and in outside weather conditions, and is regularly exposed to fumes or airborne particles and vibration. The employee is frequently exposed to wet and/or humid conditions, extreme cold, and extreme heat. The employee is occasionally exposed to toxic or caustic chemicals and risk of electric shock. The noise level in the work environment is usually loud.

Any internal candidate wishing to apply should do so to jobs@saalem.com, no later than 9/9/2020. All other candidates may apply to jobs@saalem.com no later than 9/23/2020.

Lisa B. Cammarata, Director, Human Resources
98 Washington Street, 3rd floor
Salem, MA 01970

September 2, 2020

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