



City of Revere

REVERE DEPARTMENT OF PUBLIC WORKS JOB POSTING

Title: Full Time Department of Public Works Fleet Mechanic
Department: Revere Department of Public Works
Hours: Monday – Friday 7:00a.m. – 3:00p.m
Salary: \$40.16-\$44.50 per hour. This is a Local 22 Union position
Location: Various

DESCRIPTION

The City of Revere is looking to hire a full-time Fleet Mechanic. The Fleet Mechanic would report to the Superintendent and other members of the DPW Management Staff. The main function of this position is to assure DPW vehicles are in good working order and are ready to respond at all times. This position has the proficiency to repair, overhaul, and adjust gasoline and diesel engines, the engine driven components in the vehicles, and all other vehicle equipment and systems. The position requires awareness of hazards associated with heavy equipment maintenance. The ideal candidate will work primarily alone and must always work safely and maintain a safe working environment. It may be necessary to attend outside schools or attend courses both in person and remotely to keep these proficiencies current. The Fleet Mechanic assists the DPW and Water and Sewer Department to maintain safe operational readiness of all vehicles. This position may be required to repair a vehicle or be a resource to staff during normal and emergency operations as well as in the shop. The Fleet Mechanic selects the best source for parts and services from outside vendors and selects the best part or service available according to approved procurement processes and procedures.

ESSENTIAL FUNCTIONS:

The primary responsibility of the Fleet Mechanic is to maintain and repair all DPW Department vehicles, ensuring a fleet capable and ready to respond under emergency conditions. The Fleet Mechanic works under the direction of the Superintendent and at times other members of the DPW Management Staff. To ensure vehicle readiness, the Fleet Mechanic provides routine preventive maintenance, performs testing and inspections, and is available for emergency as well as routine repair work. The Fleet Mechanic will document all work performed and keep comprehensive records for all department vehicles. The Fleet Mechanic awarded this position is expected to be self-motivated and able to work proactively with minimal daily supervision and direction. This position is a full-time, non-exempt union represented position, reporting directly to the Superintendent, or other members of the DPW Management Staff.

Required Minimum Qualifications, Licensing, and Requirements

- Successfully pass a medical examination including drug and alcohol screening, credit check, and criminal background check.
- Possession of valid MA Class B Commercial Driver's License (CDL) with airbrake endorsement.
- Possession of valid MA Hydraulic (hoisting) license or the ability to obtain the license within 6 months of employment.
- Minimum three (3) years' experience working proficiently as a diesel and gasoline mechanic.
- Previous experience working with municipalities and winter operations desirable.
- Experience using computer based diagnostic programs.
- Experience working on all types of truck and automotive automatic transmissions.
- Experience working on gas, diesel and hybrid vehicles and their associated software.

Preferred Qualifications, Licensing, and Other Requirements

- Minimum five (5) years' experience working proficiently as a diesel and gasoline mechanic, with a minimum three (3) years as a journeyman level experience.
- Previous experience working as a Mechanic.
- Desirable to live in the City of Revere or within 1 hour travel time to the City of Revere.
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Teams, Etc.)

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required. The individual in this position must have the skills, ability, and willingness to:

- Have knowledge of:
 - Automotive mechanics, gas and diesel engines, transmissions, hydraulics, fire pumps, valves, generators, and welding.
 - Safety hazards and precautions common to municipal maintenance and repair activities.
 - Practices, methods, materials, and tools used in modern equipment maintenance.
 - Air and Hydraulic Brakes ○ Assessing Electrical Systems
- Be Skilled In:
 - Use of various tools and equipment necessary to complete the assigned maintenance tasks. ○ Welding and light fabrication
- Have the Ability to:
 - Develop and maintain a preventive maintenance program for all department vehicles and equipment.
 - Carry out assigned projects to their completion.
 - Maintain effective accounting and records maintenance procedures.
 - Communicate effectively verbally and in writing.
 - Establish and maintain effective working relationships with employees, supervisors, vendors, and the public.
 - Must have the ability to adapt to technology (software and hardware)
- Performance Standards
- Quarterly check-ins for first year of employment which includes reviews by the Superintendent and members of the DPW Management Staff, Supervisory Review, and a self-evaluation.
- Check-ins and reviews will focus on attendance, quality of work, and the ability to meet expectations.

Working Conditions and 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 limited disabilities; however, accommodations may not be available for the essential functions listed above, due to bona fide occupational requirements.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel objects, tools, or controls, reach with hands and arms, as well as speak and hear. The employee is frequently required to stand, walk, stoop, and kneel. The employee must regularly lift and/or move up to 25 pounds and occasionally lift/and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The working environment characteristics described here are representative of those an employee encounters while performing the principal accountabilities of this job. The employee in this position will work both indoors in a shop environment and outdoors at emergency scenes and will be subjected to adverse weather conditions occasionally.

This employee will have moderate exposure to anti-freeze, oils, diesel fuel, gasoline, and other general shop petroleum and cleaning products and exposure to fumes and noise.

The fleet mechanic will follow all common and approved safety practices and ensure that these practices are followed at all times while working at the shop or in the field. This will include the use of proper approved protective equipment for the eyes, ears, fingers, and other bodily parts. The fleet mechanic will ensure that all shop equipment is used properly taking full advantage of all provided safety mechanisms.

Examples of Responsibilities

Maintenance

- Inspects vehicles and mechanical systems for defects to ensure they meet all performance specifications and safety standards.
- Develop, maintain, and perform a complete periodic preventative maintenance and inspections, of all DPW department vehicles in accordance with manufacturer's requirements and nationally recognized best practices.
- Monitor and change all fluids as recommended by the manufacturer.
- Repairs and rotates tires.
- Coordinate with outside vendors and keep records of all repair and maintenance services.
- Coordinates with outside vendors and oversees annual tests of engine, pumps, and aerial certifications and keeps records of such repairs.
- Coordinates with outside vendors for any needed warranty repairs and keeps records of all warranty work performed.
- Maintains proficiency to repair, overhaul, and adjust gasoline engines, diesel engines, engine driven equipment, power take off systems, and all other vehicle systems.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and pneumatic driven tools.
- Inspects, adjusts, and relaces necessary units and related parts in the performance of repair and maintenance work as possible within the skill set and scope of work.
- Performs routine maintenance on DPW compressors and pressure washer.

Communication

- Inform supervisor of availability after regular work hours and maintain communications to ensure timely response for requests for after-hours assistance.
- Provides guidance and instruction to fire department personnel on the proper operation of vehicles and equipment to reduce breakdowns and premature mechanical failures.

Purchasing

- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Aid in inspection for final acceptance of newly purchased apparatus, equipment, or services.
- Provide input and research to support the fleet replacement schedule.
- Purchase replacement parts for vehicles within a given budget as set by the city and administered by the Superintendent and DPW Management Staff.

Records

- Keeps a record of repairs and maintenance performed.
- Keeps records of all Inventory.
- Manage storage and proper disposal of hazardous materials common to use with/in

Other Duties

- Performs special assignments and miscellaneous job-related duties as requested.
- Supports command staff as requested.
- Responds after hours as needed to emergency calls for equipment related support.
- Responds after hours during snow or other storm related emergencies.
- Maintains professional workspace and oversight of shop safety.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online. The application must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org.