

CITY OF SHELTON – Job Posting 11142017
HIGHWAYS AND BRIDGES DEPARTMENT
JOB TITLE: MECHANIC/WELDER
Wage Rate: \$28.62 to \$30.12 Per Hour

NATURE OF WORK: Performs a variety of skilled tasks in all phases of maintenance, repair, and reconditioning of motor vehicles and other power-driven equipment, power tools or allied mechanical equipment related to overall municipal operations at the Highways and Bridges Department. Exercises some judgement in the analysis of breakdown problems to determine what action should be taken within the limits of standard testing and repair practices and does related work as required.

EDUCATION, EXPERIENCE AND TRAINING: Not less than three (3) years' experience as a motor vehicle mechanic with at least one (1) years' experience in the maintenance of the heaviest and most complex equipment used in public works or the construction field. Or in lieu thereof, graduation from an accredited trade school specializing in motor vehicle repair and one (1) years' experience in the maintenance of the heaviest and most complex equipment used in public works or the construction field. Or in lieu of, any combination of education, experience and training. Employment as a welder/mechanic and ability to weld is preferable

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of standard methods, practices, tools and equipment of the mechanic trades; operating principles and mechanics of both gas and diesel internal combustion engines, hydraulics, electric motor control devices, small engine repair and related mechanical equipment characteristics of public works activity; working knowledge of motor vehicles or other motor-driven and allied equipment; ability to locate, define, and repair defects in major equipment used in public works and allied operations, and to follow written and oral instructions; knowledge of standard methods, practices, tools and equipment of both gas and arc welding equipment of the welding trade is preferable.

The Mechanic/Welder position job description is attached describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written test will be invited to participate in an oral panel interview. A combined score of the written test and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will hire. All job openings shall be advertised and filled pursuant to the applicable provisions of the City's Merit System Ordinance.

PROBATIONARY PERIOD: The successful candidate shall be subject to a six (6) month probationary period following the first day of work for the City of Shelton.

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STARTING SALARY RANGE: \$28.62 to \$30.12 per hour per the Collective Bargaining Agreement by and between the City of Shelton and IBT Union Local 145, Affiliated with the International Brotherhood of Teamsters Salary Schedule 2015-2018 dated 8/12/2016. This is a 40-hour work week salary.

JOB CLASSIFICATION: This position is subject to the Collective Bargaining Agreement by and between the City of Shelton and IBT Union Local 145, Affiliated with the International Brotherhood of Teamsters Salary Schedule 2015-2018 dated 8/12/2016.

APPLICATION CLOSING DATE: Applications will be accepted through **5:30 pm Friday, December 15, 2017**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF

CITY OF SHELTON

HIGHWAYS AND BRIDGES DEPARTMENT

JOB DESCRIPTION

MECHANIC - WELDER

GENERAL DESCRIPTION:

Performs a variety of skilled tasks in all phases of maintenance, repair, and reconditioning of motor vehicles and other power driven equipment, or allied mechanical equipment related to overall municipal operations at the Highways and Bridges Department. Exercises some judgement in the analysis of breakdown problems to determine what action should be taken within the limits of standard testing and repair practices and does related work as required.

SUPERVISION RECEIVED:

Works under the supervision of the Shop Foreman as prescribed by the particular assignment. Indirectly works under the Superintendent of Highways and Bridges or his designated representative.

SUPERVISION EXERCISED:

None.

EXAMPLES OF DUTIES:

- Usually works semi-independently with assistance and advice by a supervisor as necessary, maintaining, repairing and re-conditioning varied equipment of public works or allied nature, ranging from small engines, simple power-driven equipment and power tools to the heaviest and most complex type, such as motor vehicles, dump trucks, graders, bulldozers, backhoes, rollers, vac-alls, chippers, sprayers, sweepers, compressors, packer bodies, snow blowers, snow plows, spreaders, bucket hoists and other mechanical equipment used by the City of Shelton in its Highways and Bridges, Custodial Maintenance and Parks Maintenance Departments.
- Overhauls motors, rebuilds front and rear end systems, adjusts and repairs brakes, including air brakes, valves, carburetors and fuel injectors, clutches, differentials, transmissions and does skilled work in installing timing gears, fitting crankshafts and bearings, boring cylinders and aligning front ends.
- Rebuilds bodies, chassis', straightens fenders, bumpers, and panels, etc.
- Repairs hydraulic systems, electrical systems.
- May do welding, cutting, and brazing and operate miscellaneous machinist equipment.
- Does necessary painting by hand or with spraying equipment.
- Furnishes own hand tools used in particular trade and does related work as required.
- Checks and replaces or repairs tires, batteries, lights, electrical systems and other equipment components.

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HIGHWAYS AND BRIDGES DEPARTMENT

JOB DESCRIPTION

MECHANIC - WELDER

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- Has responsibility to grease trucks and other vehicles and equipment and change oil as required.
 - Follows prescribed safety practices, wearing proper safety equipment and using required tools and procedures called for in performance of tasks.
 - Repairs worn or damaged fabricated, cast, forged, or welded metal parts as specified by sketches, diagrams or sample parts.
 - Builds, repairs, or reconditions metal parts used in the construction or repair of drainage lines, sewage lines or roadways, using arc or gas welding equipment.
 - Performs related tasks, such as flame cutting and grinding, and may repair broken or cracked parts, fill holes and increase or decrease size of metal parts.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of standard methods, practices, tools and equipment of the mechanic trades.
- Thorough knowledge of the operating principles and mechanics of both gas and diesel internal combustion engines, hydraulics, electric motor control devices, small engine repair and related mechanical equipment characteristics of public works activity.
- Working knowledge of motor vehicles or other motor-driven and allied equipment.
- Skill in the use and care of the standard tools and equipment of the mechanical trade.
- Ability to locate, define, and repair defects in major equipment used in public works and allied operations.
- Ability to follow written and oral instructions.
- Skill in greasing and otherwise servicing of motor vehicles and other equipment and skill in the use of power tools and equipment pertinent to that particular skill.
- Thorough knowledge of standard methods, practices, tools and equipment of both gas and arc welding equipment of the welding trade is preferable.
- Ability to follow written or oral assignments and the ability to do simple mathematical work.

EDUCATION, EXPERIENCE AND TRAINING:

Not less than three (3) years' experience as a motor vehicle mechanic with at least one (1) years' experience in the maintenance of the heaviest and most complex equipment used in public works or the construction field. Or in lieu thereof, graduation from an accredited trade school specializing in motor vehicle repair and one (1) years' experience in the maintenance of the heaviest and most complex equipment used in public works or the construction field. Or in lieu of, any combination of education, experience and training. Employment as a welder/mechanic is preferable.

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SPECIAL REQUIREMENTS:

Availability to report for or continue to work extended hours during weather emergencies or other unusual circumstances. Must have a valid State of Connecticut Driver's license. A Commercial Driver's License (CDL) is preferred.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.