

**VACANCY NOTICE**

The following position is available. For full consideration, all interested and qualified candidates should apply by submitting a letter of application and resume' to **Sue Warren, Director of Human Resources/Labor Relations, City of Burton – 4303 S. Center Road, Burton, MI 48519**. Applications will be taken until the position is filled.

**Department of Public Works – Master Mechanic II****REPORTS TO:**

Director of DPW/Deputy DPW Director

**QUALIFICATIONS:**

- High School Diploma or equivalent
- **Possess and maintain a valid Driver's License issued by the State of Michigan**
- **Must have reliable transportation**
- **Person must be A.S.E. certified as a Master Mechanic**
- **Possess a current CDL Endorsement with airbrakes and DOT Physical with emphasis in heavy equipment operation**
- Minimum of 5 years of experience in maintenance and major repair of gasoline and diesel powered light and heavy equipment

**SKILLS:**

- Must be knowledgeable and experienced in the hydraulic and electronic systems commonly found in automobiles, light trucks, diesel trucks, lawn mowers, dump trucks, backhoes, front-end loaders, and graders.
- Be knowledgeable and experienced in all types of acetylene and arc welding of various types of base metals.

**DUTIES AND RESPONSIBILITIES:****Including and not limited to:**

- Responsible for initiating and maintaining preventive maintenance schedules
- Responsible for the maintenance of all City vehicles and equipment
- Ordering and/or purchasing of parts, as appropriate
- Maintain equipment, vehicle, and parts inventory
- Maintain recordkeeping of all billing/invoices and submitting processed invoices to Purchasing and/or Controller's Department for payment
- Assist with departmental budgeting
- Other duties as assigned by department supervision

**WORK ENVIRONMENT**

The employee must perform work in indoor and outdoor environments that are often crowded, wet, cold, warm or extremely hot. Work may involve bending, pushing, moving, lifting moderately heavy objects, dexterity of hands and fingers to operate tools and/or equipment.

**TERMS OF EMPLOYMENT**

Work year, wages, and benefits as outlined in the Collective Bargaining Agreement with the City of Burton and AFSCME Local 1918.09.

Wage range will be \$16.84/hr. - \$24.05/hr.

Work schedule will be **Monday – Friday 7:00 a.m. to 3:30 p.m.**, and on call as needed.

**Evaluation/Performance Measurements**

Criteria for performance include, but are not limited to:

- Attendance record
- Human interactions
- Equipment, machinery, materials, and tool utilization
- Verbal, mathematical aptitude as required by job duties
- Participation in specific training or workshop opportunities
- Production and efficiency related to job duties