

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 Rd., Burton, MI 48519**. Applications will be taken until the position is filled.

Department of Public Works – Motor Pool Serviceman**REPORTS TO:**

Director of DPW/Deputy DPW Director/Master Mechanic II

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 or hold a State of Michigan Mechanic Certificate in all areas, i.e., light duty vehicles, diesel, brakes, engine repair, automatic transmissions, front end and steering, electrical systems, heating and air conditioning, engine tune-up/performance**
- **Possess a current CDL Endorsement with airbrakes and DOT Physical with emphasis in heavy equipment operation**
- Must be in good physical condition
- Minimum of 3 years of experience in maintenance and light duty repairs of gasoline and diesel powered light and heavy equipment.

SKILLS:

- Knowledgeable in hydraulic and electrical systems commonly found in automobiles, light trucks, dump trucks, backhoes, front-end loaders, and graders
- Be knowledgeable in all types of welding

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

- Assist with initiating and maintaining preventive maintenance schedules
- Responsible for the maintenance of all City vehicles and equipment
- Assist with purchasing of parts
- Maintain equipment, vehicle, and parts inventory
- Other duties as assigned by department supervision and/or master mechanic II

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 \$15.06/hr. - \$21.51/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