



**JOB POSTING- August 20, 2019**  
**DEADLINE- Open until filled**  
**Police Fleet Mechanic**  
**Department of Public Works**

**Position Summary:**

Under general supervision, performs maintenance and repair of City vehicles, with the majority of work involving Police Department's motor vehicles and accessories in safe operating condition: installs specialized police equipment in police cars.

**Essential functions:**

- 1.) Install and repair specialized police equipment in patrol cars and customized law enforcement vehicles including light bars, strobes, cages including K-9, partitions, restraint systems, push bars and electronic patrol rifle locks.
- 2.) Perform preventative maintenance and mechanical repair of City vehicles.
- 3.) Assist with maintaining a preventative maintenance schedule with attention to detail.
- 4.) Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
- 5.) Diagnose and repair engines, transmissions, exhaust systems, brake systems, cooling systems, suspension systems, fuel and ignition systems, and electronic control systems.
- 6.) Perform emergency repairs of vehicles or equipment at the site of breakdown in the field.
- 7.) Inspect vehicles and equipment for adherence to department standards and regulations; correct inconsistencies.
- 8.) Perform tire and wheel service, including but not limited to, mounting and balancing, using specialized equipment.
- 9.) Perform basic/preventative maintenance work on vehicles/equipment; change oil, grease, wash, change/rotate tires
- 10.) Perform shop clean up tasks to ensure a safe working environment.
- 11.) Prepare and enter work orders and update service records as required.
- 12.) Document information (part numbers, job time, maintenance codes, hours/miles of vehicles, repair work completed.)
- 13.) Performs other duties as required and review department cruiser damage report (Blue Sheets).
- 14.) Performs auto body work and related welding and metal working duties.
- 15.) Position is included in the Winter On-Call List for snow operations.

**Knowledge, skills, and abilities required:**

- 1.) Must be fluent (reading/writing/speaking) in English.
- 2.) Must have own set of auto mechanic tools to be onsite during shift hours.
- 3.) Modern automotive manufacturing techniques with a focus on Ford Explorers, Police Interceptor models, Taurus, Escape, F series pickup trucks and older model Crown Victoria's
- 4.) Experience repairing diesel equipment desired
- 5.) Must have ability to locate, diagnose, and correct defects and malfunctions of a variety of automotive and related equipment
- 6.) Class B Massachusetts Driver's License;
- 7.) Must learn and follow VOSHA safety rules and regulations.
- 8.) Ability to establish/maintain effective work relationships with other departmental staff and the vehicle/equipment users.
- 9.) Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- 10.) Ability to read and understand shop and operations manuals, schematic diagrams, sketches and specifications.

**Knowledge, skills, and abilities preferred:**

- 1.) A familiarization with other major brands of motor vehicles, Lexus, Nissan and Toyota.
- 2.) Skill in the use of tools normally used in automotive repair, welding and using torches in repair work.

**Education, certification, licensure, or other similar required:**

- 1.) High School graduate or equivalent.
- 2.) Must pass a criminal background check and drug check.
- 3.) Must have one (1) Automotive Service Excellence (ASE) certification required with (#) of years of employment.

**Job Environment:** Work is performed in a maintenance garage and in the field. Exposure to variable weather conditions, dangerous machinery, noise from equipment operation, oil grease, fuel, fumes and hazardous chemicals/materials.

**Physical Requirements:** While performing the duties of this job, the employee is frequently required to stand, sit, and use hands. The employee is occasionally required to walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made with the adequate strength, dexterity, coordination, and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

**Employment Hours & Status:** Regular Full Time Employment, 40 hours per week

**Pay rate:** \$20.38 to \$22.27 per hour paid bi-weekly

**Fair Labor Standards Act (FLSA) status:** Non-Exempt (hourly)

**Employee Benefits:** Health, Dental, Life Insurance & Flexible Spending Acct.

**Reports To:** Captain in charge of the Technical Services Bureau or her designee. **Supervises:** None

Please respond by **EMAIL ONLY** with a letter of interest & resume to: ([Personnel@Holyoke.org](mailto:Personnel@Holyoke.org))  
Director of Personnel, 536 Dwight Street, Room #17, Holyoke, MA 01040.

**NO PHONE INQUIRIES or WALK-IN APPLICATIONS**

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