



Department of Public Works

Memorandum

Bloomfield Township

To: All Interested Parties
From: Adam Roose, Public Works Manager
Subject: Job Posting – Mechanic I or Master Mechanic
Date: 5/16/2024
Cc: Noah Mehalski, Paul Horen, File

The Department of Public Works – Motor Pool Division is seeking to fill one vacant position for Mechanic I or Master Mechanic by accepting applications from qualified candidates. This full-time position will include the Township's standard benefits package for newly hired employees and a starting wage of \$63,605.56 (\$30.58 per hour) plus overtime for Mechanic I or \$72,871.63 (\$35.03 per hour) plus overtime for Master Mechanic based on experience and qualifications. Attached is a copy of the current Mechanic I and Master Mechanic Job Classification and position requirements.

Interested parties should provide a Township job application and resume to Adam Roose, Public Works Manager (aroose@bloomfieldtpw.org). This job posting will stay open for 2 weeks from the date posted.

Please feel free to contact me with any questions.

Thank you,

Adam Roose
Public Works Manager

Date Posted: 5/16/2024

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Mechanic I
Job Code	
FLSA Status	Non-Exempt
Pay Grade	DPW4.1

GENERAL SUMMARY

To perform a variety of skilled automotive and equipment repair and maintenance tasks such as inspecting, repairing and rebuilding equipment including cars, light duty trucks and other power driven equipment. Ability to perform heavy manual labor. Work special hours as required.

Work is performed under the general supervision of the Master Mechanic, Crew Leader or Fleet/Facilities Manager as well as the Superintendent of Public Works or the Director of Public Works. Supervision is exercised over Auto Mechanic I, Laborers, seasonal, temporary and part time employees or others, including outside contractors, assigned to assist the Motor Pool Division, as directed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Perform complex equipment repair work involving automotive, light duty trucks and other equipment.
- Adjust, repair and replace parts in engines, transmissions, differentials and other equipment.
- Inspect equipment, analyze trouble and plan sequence of repair operations.
- Make repairs to the electrical systems of automotive and power driven equipment.
- Perform road service on equipment as required.
- Ability to engage in heavy manual labor for extended periods, in all types of weather and under various working conditions.
- Inspect bodies and replace body units and fixtures.
- Reline and adjust brakes.
- Perform motor tune ups on all types of equipment.
- Rebuild starters and alternators.
- Balance wheels, repair tires and replace shock absorbers.
- Operate a variety of power operated hand tools.
- Repair or replace designated minor assemblies or subassemblies on all types of equipment.
- Prepare records and reports.
- Plow and salt streets, parking lots and sidewalks.

Classification Title: Mechanic I

- Perform related work as required.
- Investigate complaints and equipment malfunctions.
- Coordinate parts runs; maintain sufficient parts inventory.
- Wash and clean administrative and other vehicles.
- Analyze performance of equipment.
- Perform decontamination procedures on vehicles and other Township property contaminated with blood or other bodily fluids.
- Recommend improved work methods and procedures, assist in training employees.
- Attend meetings and classes as identified by Bloomfield Township.
- Perform other duties as assigned by Bloomfield Township administrators.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School diploma or G.E.D. equivalency
- 3 to 5 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

Michigan license, CDL with A and N endorsements, State of Michigan Certified as “Master Automobile Mechanic”

OTHER JOB REQUIREMENTS

Work special hours as required, including weekly rotating on-call assignments. May be called upon to plow, shovel and salt streets, parking lots and sidewalks.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Considerable knowledge of standard practices, methods, materials, tools and equipment used in the maintenance and repair of various types of automotive and other power driven equipment and tools.
- Considerable knowledge of internal combustion engines, automotive electricity, transmission differentials and other components of automotive equipment.
- Skill in the operation of a variety of tools and equipment used in automotive repair and maintenance activities.

Classification Title: Mechanic I

- Ability to prepare and maintain accurate records and reports.
- Ability to analyze and repair mechanical failures.
- Mechanical aptitude.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to work effectively with the general public.
- Good traffic record.
- Meet the physical and mental requirements as established by a licensed physician and/or psychologist selected by Bloomfield Township.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Confined space		X	
Vehicle			X
Warehouse environment	X		
Shop environment			X
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			x
Fumes or airborne particles			X
Toxic or caustic chemicals or substances			X
Loud noises (<i>85+ decibels</i>)			X

PHYSICAL DEMANDS

Classification Title: Mechanic I

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 disabilities to perform the essential functions.

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	12/1/20
Dates revised:	

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Master Mechanic
Job Code	
FLSA Status	Non-Exempt
Pay Grade	DPW6.1

GENERAL SUMMARY

To perform highly skilled and complex mechanical repairs. Perform the duties of a mechanic involved in inspecting, repairing, fabricating, rebuilding and maintaining Road, Police, Fire, Building, Water & Sewer, light and heavy duty equipment. Ability to perform heavy manual labor. Work special hours as required.

Work is performed under the general supervision of the Crew Leader or Fleet/Facilities Manager as well as the Superintendent of Public Works or the Director of Public Works. Supervision is exercised over Auto Mechanics, Laborers, seasonal, part time employees or others, including outside contractors assigned to assist the Motor Pool Division. May also be asked to assume Crew Leader responsibilities in his/her absence, as directed by the F/F Manager, Superintendent or Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Perform highly skilled and complex mechanical repairs on both light and heavy equipment such as trucks, loaders, rollers, graders, bulldozers, gradalls, and tractors.
- Perform the duties of a mechanic involved in hands on repairs and maintenance of vehicles.
- Inspect equipment, analyze trouble and plan sequence of repair operations.
- Ability to engage in heavy manual labor for extended periods, in all types of weather and under various working conditions.
- Perform bumping, painting, heating, drilling, bolting, welding (MIG, Stick, TIG), brazing, sand blasting, soldering, or cutting operations.
- Adjust, or repair and replace parts in engines, transmissions, differentials, brakes and other equipment.
- Train new employees in all phases of work including the operation of equipment, use of tools and methods or procedures of work.
- Adjust or repair hydraulic systems and components.
- Maintain and instruct others on proper safety procedures.
- Respond to repair requests.
- Record daily work in Shop Floor system.

Classification Title: Master Mechanic

- Perform road service on equipment as required.
- Investigate complaints and equipment malfunctions.
- Coordinate parts runs; maintain sufficient parts inventory.
- Analyze performance of equipment.
- Participate in the selection of equipment and in the preparation of specifications for purchase.
- Plow, shovel and salt streets, parking lots and sidewalks.
- Wash and clean administrative and other vehicles.
- Perform decontamination procedures on vehicles and other Township property contaminated with blood or other bodily fluids.
- Recommend improved work methods and procedures, assist in training employees.
- Attend meetings and classes as identified by Bloomfield Township.
- Perform other duties as assigned by Bloomfield Township administrators.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School diploma or G.E.D. equivalency
- 3 to 5 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

Michigan license, CDL with A and N endorsements, State of Michigan Certified as both a "Master Heavy-duty truck mechanic" and "Master Automobile Mechanic"

OTHER JOB REQUIREMENTS

Work special hours as required, including weekly rotating on-call assignments. May be called upon to plow, shovel and salt streets, parking lots and sidewalks.

PREFERRED QUALIFICATIONS

Experience with Fire response vehicles and equipment desired.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

- Experience and considerable knowledge of the methods, materials and equipment used in the maintenance and repair of various types of heavy equipment and other power driven equipment and tools.
- Working knowledge of the occupational hazards and safety precautions of the trade.

Classification Title: Master Mechanic

- Skilled in the operation of a variety of tools and equipment used in the repair of trucks and heavy equipment.
- Ability to prepare and maintain accurate records and reports.
- Ability to understand and carry out complex oral and written instructions.
- Ability to analyze and repair mechanical failures.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to work effectively with the general public.
- Good traffic record.
- Meet the physical and mental requirements as established by a licensed physician and/or psychologist selected by Bloomfield Township.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Confined space		X	
Vehicle			X
Warehouse environment	X		
Shop environment			X
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			x
Fumes or airborne particles			X
Toxic or caustic chemicals or substances			X
Loud noises (<i>85+ decibels</i>)			X

PHYSICAL DEMANDS

Classification Title: Master Mechanic

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 disabilities to perform the essential functions.

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

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