

# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

DONALD R. GREBIEN  
MAYOR

### INTERNAL/EXTERNAL BIDS ONLY

#### NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE	SALARY RANGE
1	Public Works	Equipment Maintenance	Mechanic III	R-44	\$932.79-\$1,000.64

**Scheduled Hours: 7:00 a.m. – 3:30 p.m.**

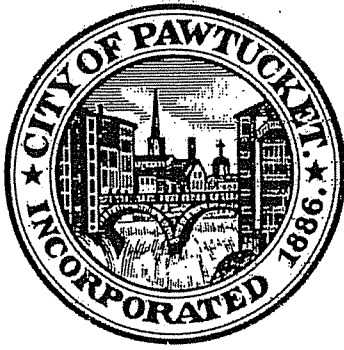
**Copy of High School Diploma or GED required upon application.**

- **High School Diploma or GED; or**
- **Equivalent combination of experience and training.**
- **CDL Class B with air brakes certification required.**
- **Working knowledge of standard methods, practices, tools and equipment of the automotive mechanics trade.**
- **Thorough knowledge of the principles of internal combustion engines, considerable knowledge of all phases of machine operations and of the use of tools related to automotive repair and maintenance work.**
- **Five (5) years experience in a supervisory capacity.**
- **See ASE and EVT attachments for Level upgrades and information.**

**TO APPLY:** Please fill out a City of Pawtucket Employment Application, which can be found at <http://www.pawtucketri.com/personnel-department>. Please include a copy of your diploma and forward to [HR@pawtucketri.com](mailto:HR@pawtucketri.com).

INTERNAL APPLICANTS: Application Period: February 15, 2019- February 22, 2019  
EXTERNAL APPLICANTS: February 15, 2019- Until Filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.



## CITY OF PAWTUCKET

### Job Description

**Job Title:** MECHANIC III  
**Department:** PUBLIC WORKS  
**Reports To:** Maintenance Manager  
**Pay Grade:** R-46  
**Prepared By:** EJE  
**Prepared Date:** November 13, 2018  
**Approved By:** Sara Miranda  
**Approved Date:** December 3, 2018

#### SUMMARY

Under the supervision of the Maintenance Manager, the Mechanic III will perform and supervise a full range of skilled mechanical maintenance, diagnostic, inspection, and repair duties on trucks, automobiles, heavy construction equipment, police, fire apparatus, buses, and other city vehicles and equipment.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities may be assigned. Other duties may be assigned.

- Responsible for the oversight and supervision of all garage personnel, including but not limited to; workload, discipline, attendance, scheduling, etc.
- Plans, carries out and evaluates preventative maintenance schedules for all vehicles, heavy construction, park equipment, fire apparatus, and miscellaneous mechanical equipment, either personally, or through outside vendors.
- Trains, monitors, and inspects work of the Mechanic staff and outside service personnel for accuracy and compliance to established standards.
- Inspects and determines worthiness of vehicles and equipment prior to repairs or purchase and make recommendations to the Manager.
- Operates a variety of diagnostic instruments and variety of hand, electric, and air-driven tools.
- Test, services and repairs vehicles and mechanical equipment.
- Inspects, diagnose, overhaul, adjust and repair gas and diesel powered trucks and automobiles, fire apparatus, police fleet, heavy construction equipment, bus, and power equipment as necessary in the performance of repair and maintenance work.
- Perform general overhaul, installation, repair, replacement and adjustment of bearings, ignitions, carburetors, fuel injectors, transmissions, differentials, axle, assemblies, exhaust, brakes, electrical, hydraulic, air, engine, steering, mechanisms, drive shafts, fenders, radiators, and front end and rear suspension systems.
- Road test vehicles/equipment after work has been completed.
- Inspect all equipment and vehicles and sign forms indicating compliance with state requirements provided by law.
- Cuts and welds metal and performs body repairs, touch up and related work.
- Changes and repairs tires and tubes.

- Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost effective means of maintenance, repairs, or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation and administration of mechanical/repair budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Assists with writing specifications for new vehicles/equipment to be purchased.
- Supervises activities of skilled and semi-skilled mechanics and servicemen engaged in maintenance and repair of heavy and light equipment.
- Makes visual inspections and tests equipment in order to determine the need for repairs or adjustment.
- Assigns jobs to mechanics according to their capability and the extent of the repairs to be done as determined from work orders received or complaints of operators of the equipment.
- Requisitions parts and material used in the repair and maintenance of equipment and keeps required records.
- Keeping appropriate records of repairs, as well as dispensing of gas, oil and other supplies.
- Keeping garage area clean and safe
- Keeps records of hazardous materials, properly stored and inventory
- Performs related work as required.
- Additional training as a result of modernization may be required.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) or equivalent combination of experience and training. Working knowledge of standard methods, practices, tools and equipment of the automotive mechanic's trade, thorough knowledge of the principles of internal combustion engines, considerable knowledge of all phases of machine operations and of the use of tools related to automotive repair and maintenance work. Five (5) years of experience in a supervisory capacity. See ASE and EVT attachments for Level upgrades and information.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **COMPUTER SKILLS**

Ability to open, access, and input data into spreadsheet documents. Ability to interpret output from spreadsheet documents.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

**The following are minimum qualifications for the Mechanic III position:**

- Valid Driver's License
- Valid Commercial Driver's License class B with air brakes Required (CDL)
- RI state inspection license
- Valid, current ASE Certification:
  1. A-4 Suspension and steering or T-5 Suspension and steering
  2. A-5 Brakes or T-4 Brakes
  3. A-6 Electrical/electronic systems or T-6 Electrical/electronic systems
  4. A-7 Heating and AC or T-7 Heating, ventilation and AC
  5. A-1 Engine repair or T-1 Gasoline
  6. A-9 Light vehicle diesel engines or T-2 Diesel engine

**Below are requirements to obtain upgrades:**

- Valid, current Law enforcement technician EVT level I or Fire apparatus technician EVT level I (R-48)
- Valid, current Fire apparatus technician EVT level I or Law enforcement technician EVT level I (R-50)
- This position will move up to R-48 with one of these certifications
- This position will move up to R-50 with both of these certifications

## **PHYSICAL DEMANDS**

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. While performing the duties of this job, the employee is regularly required to walk. The employee frequently is required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 75 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics 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. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and fumes or airborne particles. The noise level in the work environment is usually loud.

## The ASE Certification Test Series

**Important:** Note that each test listed below will have additional questions that are included for statistical research purposes only. Your answers to these questions will not affect your score, but since you will not know which ones they are, you should answer all questions in the test.

Recertification tests are about one-half the length of the regular tests (except Advanced Level Tests).

Complete test specifications, task lists and sample questions can be found in the Official ASE Study Guides at [www.ase.com/testprep](http://www.ase.com/testprep). There is no charge to view, download, or print them. To get free printed copies by mail, call ASE at 800-390-6789.

### Automobile Tests

- A1 Engine Repair
- A2 Automatic Transmission/Transaxle
- A3 Manual Drive Train and Axles
- A4 Suspension and Steering
- A5 Brakes
- A6 Electrical/Electronic Systems
- A7 Heating and Air Conditioning
- A8 Engine Performance
- A9 Light Vehicle Diesel Engines

- These tests cover automobiles, SUVs, and up to Class 3 trucks.
- When you are certified in tests A1 through A8, you earn Master Automobile Technician status.
- Test A9 is not required for Master status.
- If you are currently certified in A8, you are eligible to take the L1 certification test.
- If you are currently certified in A4 and A5, you are eligible to take the X1 certification test.
- If you are currently certified in Diesel Engines (A9, H2, S2, or T2) and Electrical/Electronic Systems (A6, H6, S6, or T6), you are eligible to take the L2 certification test.

### Collision Repair and Refinish Tests

- B2 Painting and Refinishing
- B3 Non-Structural Analysis and Damage Repair
- B4 Structural Analysis and Damage Repair
- B5 Mechanical and Electrical Components
- B6 Damage Analysis and Estimating

- When you are certified in tests B2 through B6, you earn Master Collision Repair/Refinish Technician status.
- Collision Damage Estimator certification requires two years experience as an estimator. Experience as a repair technician does not qualify.

### Alternate Fuels Test

- F1 Compressed Natural Gas Vehicle

### Medium/Heavy Truck Tests

- T1 Gasoline Engines
- T2 Diesel Engines
- T3 Drive Train
- T4 Brakes
- T5 Suspension and Steering
- T6 Electrical/Electronic Systems
- T7 Heating, Ventilation, and A/C
- T8 Preventive Maintenance and Inspection (PMI)

- These tests cover Class 4 (14,000 lbs. GVW) through Class 8 (33,000 lbs. and above GVW) trucks. When you are certified in tests T2 through T7, you earn Master Medium/Heavy Truck Technician status.
- You may earn ASE's Master Medium/Heavy Vehicle Technician designation by being certified in any combination of tests 2 through 7 from ASE's Medium Truck, School Bus, or Transit Bus series if you are not already a Master Technician in one of these test series.
- If you are currently certified in Diesel Engines (A9, H2, S2, or T2) and Electrical/Electronic Systems (A6, H6, S6, or T6), you are eligible to take the L2 certification test.

### Truck Equipment Tests

- E1 Truck Equipment Installation and Repair
- E2 Electrical/Electronic Systems Installation and Repair
- E3 Auxiliary Power Systems Installation and Repair

- When you are certified in tests E1 through E3, you earn Master Truck Equipment Technician status.

### Specialty Test

- X1 Exhaust Systems

- You must be currently certified in both A4 and A5 to register for test X1 (regular or recertification).

### Advanced Level Tests

- L1 Auto Advanced Engine Performance Specialist
- L2 Electronic Diesel Engine Diagnosis Specialist
- L3 Light Duty Hybrid/Electric Vehicle Specialist

- You must be currently certified in A8 to register for the L1 certification test.
- You must be currently certified in Diesel Engines (A9, H2, S2, or T2) and Electrical/Electronic Systems (A6, H6, S6, or T6) to register for the L2 certification test.
- You must be currently certified in A6 and A8 to register for the L3 certification test.

### School Bus Tests

- S1 Body Systems and Special Equipment
- S2 Diesel Engines
- S3 Drive Train
- S4 Brakes
- S5 Suspension and Steering
- S6 Electrical/Electronic Systems
- S7 Air Conditioning Systems and Controls

- When you are certified in tests S1 through S6, you earn Master School Bus Technician status.
- If you are currently certified in Diesel Engines (A9, H2, S2, or T2) and Electrical/Electronic Systems (A6, H6, S6, or T6), you are eligible to take the L2 certification test.
- You may earn ASE's Master Medium/Heavy Vehicle Technician designation by being certified in any combination of tests 2 through 7 from ASE's Medium Truck, School Bus, or Transit Bus series if you are not already a Master Technician in one of these test series.

### General Service Test

- G1 Auto Maintenance and Light Repair

- Test G1 requires one year of repair experience.

### Parts Specialist Tests

- P1 Medium/Heavy Truck Parts Specialist
- P2 Automobile Parts Specialist

- Parts Specialist certification requires two years experience as a parts counterperson. Experience as a repair technician does not qualify.

### Transit Bus Tests

- H1 Compressed Natural Gas (CNG) Engines
- H2 Diesel Engines
- H3 Drive Train
- H4 Brakes
- H5 Suspension and Steering
- H6 Electrical/Electronic Systems
- H7 Heating, Ventilation, and A/C
- H8 Preventive Maintenance and Inspection (PMI)

- When you are certified in tests H1 or H2, plus tests H3 through H8, you earn Master Transit Technician status.
- If you are currently certified in Diesel Engines (A9, H2, S2, or T2) and Electrical/Electronic Systems (A6, H6, S6, or T6), you are eligible to take the L2 certification test.
- You may earn ASE's Master Medium/Heavy Vehicle Technician designation by being certified in any combination of tests 2 through 7 from ASE's Medium Truck, School Bus, or Transit Bus series if you are not already a Master Technician in one of these test series.

### Service Consultant Test

- C1 Automobile Service Consultant

- Service Consultant certification requires two years experience as a service advisor. Experience as a repair technician does not qualify.

## **FIRE APPARATUS TECHNICIAN CERTIFICATION TRACK**

This track is for those technicians who service and maintain fire department pumpers, squads, aerial devices, tankers, wildland apparatus, etc. The exams cover design and performance standards, specialized systems and equipment, and accepted practices used in the service and maintenance of fire apparatus. Reference material lists to prepare for the EVT exams and an outline of the areas to study, "Learning Objectives", are available online at [www.evtcc.org](http://www.evtcc.org) and are mailed at time of registration.

### **Driver Operator Inspection Exams**

**DO1 Driver Operator 1 Inspection**

**DO2 Driver Operator 2 Inspection**- not available at this time

### **Fire Apparatus Technician Exams**

Learning Objectives and Reference Materials list for each exam can be downloaded at [www.evtcc.org](http://www.evtcc.org), then click on "exams and preparation", then scroll down list to the exam(s) you are interested in and print out the page.

**F-1 Inspection, Maintenance, & Testing of Fire Apparatus**

**F-2 Design & Performance Standards of Fire Apparatus**

**F-3 Fire Pumps and Accessories**

**F-4 Fire Apparatus Electrical Systems**

**F-5 Aerial Fire Apparatus**

**F-6 Allison Automatic Transmissions**

**\*FA-4 Advanced Electrical Systems** - Pre-requisite requirement of F-4 or E-2

**\*F-7 Foam Systems**

**\*F-8 Hydraulic Systems**

**\*GL Ground Ladder Testing**

\*Please note that FA-4, F-7, F-8, GL are not required for EVT Level Certification as described below

### **Fire Apparatus Technician Level Certification Requirements Chart**

#### **Level I**

**ASE Exams:**

T-4 Heavy-Duty Truck, Brakes  
T-5 Heavy-Duty Truck, Suspension and Steering

**EVT Exams:**

F-1 Inspection, Maintenance & Testing of Fire Apparatus  
F-2 Design & Performance of Fire Apparatus

#### **Level II**

**ASE Exams:**

T-2 Heavy-Duty Truck, Diesel Engines  
T-3 Heavy-Duty Truck, Drive Train  
T-6 Heavy-Duty Truck, Electrical Systems

**EVT Exams:**

F-3 Fire Pumps and Accessories  
F-4 Electrical Systems

#### **Master Level III**

**ASE Exams:**

T-1 Heavy-Duty Truck, Gasoline Engines  
T-7, Heating and Air-Conditioning

**EVT Exams:**

F-5 Aerial Fire Apparatus  
F-6 Allison Automatic Transmissions

## **AMBULANCE TECHNICIAN CERTIFICATION TRACK**

This track recognizes that some technicians work only on ambulances. The exams cover the design and performance standards, the specialized systems and equipment, and the accepted practices used in the service and maintenance of ambulances. Reference material lists to prepare for the EVT exams and an outline of the areas to study, "Learning Objectives", are available online at [www.evtcc.org](http://www.evtcc.org) and are mailed at time of registration.

### **Ambulance Technician Exams**

Learning Objectives and Reference Materials list for each exam can be downloaded at [www.evtcc.org](http://www.evtcc.org), then click on "exams and preparation", then scroll down list to the exam(s) you are interested in and print out the page.

**E-0 Inspection, Maintenance, & Testing of Ambulances**

**E-1 Design & Performance Standards and Preventive Maintenance of Ambulances**

**E-2 Ambulance Electrical Systems**

**E-3 Ambulance Heating, Air-Conditioning, and Ventilation Systems**

**E-4 Ambulance Cab, Chassis, and Powertrain**

### **Ambulance Technician Level Requirements Chart**

#### **Level I**

**ASE Exams:**

A-4 Automobile, Suspension and Steering  
A-5 Automobile, Brakes

**EVT Exams:**

E-0 Inspection, Maintenance, & Testing of Ambulances  
E-1 Design and Performance of Ambulances

#### **Level II**

**ASE Exams:**

A-9 Automobile, Diesel Engines  
T-3, Heavy-Duty Drive Train  
T-4 Heavy-Duty Truck, Brakes

**EVT Exams:**

E-2 Ambulance Electrical Systems  
E-3 Ambulance Heating, Air-Conditioning, & Ventilation

#### **Master Level III**

**ASE Exams:**

T-1 Heavy-Duty Truck, Gasoline Engine  
T-2 Heavy-Duty Truck, Diesel Engines  
T-5 Heavy-Duty Truck, Suspension and Steering

**EVT Exams:**

E-4 Ambulance Cab, Chassis and Powertrain

## **AIRPORT RESCUE AND FIRE-FIGHTING TECHNICIAN LEVEL CERTIFICATION TRACK**

This track program recognizes technicians who work on airport rescue and fire-fighting vehicles. The exams cover the design and performance standard and preventive maintenance, chassis and vehicle performance, and the extinguishment systems of ARFF vehicles. Reference material lists to prepare for the EVT exams are shown in the description of each exam. An outline of the areas to study, "Learning Objectives", are available online at [www.evtcc.org](http://www.evtcc.org) and are mailed at time of registration.

### **ARFF Technician Exams**

Learning Objectives and Reference Materials list for each exam can be downloaded at [www.evtcc.org](http://www.evtcc.org), then click on "exams and preparation", then scroll down list to the exam(s) you are interested in and print out the page.

**A-1 Design & Performance Standards & Preventive Maintenance of Aircraft Rescue & Fire-Fighting Vehicles**

**A-2 Chassis and Vehicle Components of Aircraft Rescue and Fire-Fighting Vehicles**

**A-3 Extinguishment Systems of Aircraft Rescue and Fire-Fighting Vehicles**

### **AIRPORT RESCUE AND FIRE-FIGHTING TECHNICIAN LEVEL REQUIREMENTS**

#### **Level I**

**ASE Exams:**

T-2 Heavy-Duty Truck, Diesel Engine  
T-4 Heavy-Duty Truck, Brakes  
T-6 Heavy-Duty Truck, Electrical/Electronic Systems

**EVT Exams:**

A-1 Design and Performance of ARFF Vehicles  
F-1 Inspection, Maintenance, & Testing of Fire Apparatus

#### **Level II**

**ASE Exams:**

T-3 Heavy-Duty Truck, Drive Train  
T-7 Heavy-Duty Truck, HVAC  
T-5 Heavy-Duty Truck, Suspension/Steering

**EVT Exams:**

A-2 Chassis & Vehicle Components of ARFF Vehicles  
F-4 Fire Apparatus Electrical Systems

#### **Master Level III**

**ASE Exams:**

L-2 Electronic Diesel Engine Diagnosis Specialist

**EVT Exams:**

A-3 Water/Foam and Ancillary Extinguishment Systems

## **LAW ENFORCEMENT VEHICLE TECHNICIAN LEVEL CERTIFICATION TRACK**

The Law Enforcement Vehicle Technician track program recognizes that some technicians work only on law enforcement vehicles. The exam covers the design and performance standards, installation of the specialized systems and equipment, and the accepted practices used in the service and maintenance of Law Enforcement Vehicles. A reference material list to prepare for the EVT exam is shown in the description of the exam. An outline of the areas to study, "Learning Objectives", are available online at [www.evtcc.org](http://www.evtcc.org) and are mailed at time of registration.

### **Law Enforcement Vehicle Technician Exam**

#### **L-1 Law Enforcement Vehicle Installation Technician**

Learning Objectives and Reference Materials list for each exam can be downloaded at [www.evtcc.org](http://www.evtcc.org), then click on "exams and preparation", then scroll down list to the exam(s) you are interested in and print out the page.

## **MANAGEMENT CERTIFICATION TRACK**

A reference material list to prepare for the EVT exam is shown in the description of the exam. An outline of the areas to study, "Learning Objectives", are available online at [www.evtcc.org](http://www.evtcc.org) and are mailed at time of registration.

### **Management Exams**

Learning Objectives and Reference Materials list for each exam can be downloaded at [www.evtcc.org](http://www.evtcc.org), then click on "exams and preparation", then scroll down list to the exam(s) you are interested in and print out the page.

**M-1 Level 1 Supervisor Exam**

**M-2 Level 2 Supervisor Exam**