

JOB DESCRIPTION

SUPERVISOR OF MOTOR EQUIPMENT FLEET MAINTENANCE & REPAIRS

DUTIES

Under the general direction of the Water Superintendent to oversee all motor equipment fleet maintenance and repairs for the LWSC. This Supervisor in the course of performing his or her duties shall both perform and supervise the work of others assigned to the Motor Vehicle Maintenance Shop, which may include, but not be limited to, Motor Vehicle Gas & Diesel Mechanics, Metal Body Repairmen, Garage Attendants, Lubricators, Tire Repairers, and any other related crafts, trades, and/or occupations. In addition to supervising related occupations, this position requires the person to fully diagnose and perform skilled repair and maintenance on all types of Commission motorized equipment; inspect and troubleshoot gasoline and diesel internal combustion engine-powered vehicles and other engine-powered equipment; do tune-ups; repair electrical systems; repair suspension and hydraulic systems; repair cooling, heating and air-conditioning systems; adjust and repair brakes and clutches; adjust or replace carburetors or fuel injection systems; do front-end work such as wheel bearings and alignment; remove and replace clutches and manual and automatic transmissions; remove and disassemble diesel and gasoline engines; remove and replace pistons, pumps, springs, starters, alternators, shocks, gauges, lights, voltage regulators, radiators, fans, hoses, wiring, cabling, heaters, thermostats, air conditioners, batteries, power steering units, mufflers and exhaust systems; change and add oil, anti-freeze or coolant, brake fluid and hydraulic fluid; paint equipment; repair locks and mirrors; replace faulty or worn parts; grind valves and wheels; perform engine overhauls; perform auto body work and related welding and metal working duties. May also perform preventive maintenance tasks such as fluid changes, lubrication, and replacing oil filters and other similar duties.

Supervise a small crew of workers and helpers at lower skill levels.

Further, this Supervisor must be responsible for vehicle inspections; system setup; vehicle maintenance records; inventory maintenance and security; ordering of all necessary parts, tools, fluids, and equipment; planning preventive maintenance schedules and otherwise generally overseeing any and all administrative functions required to efficiently operate a fully equipped fleet maintenance shop.

This person shall also pump gas, perform road service, clean garage repair area, and repair and change tires as needed.

Hold all required licenses pertaining to the job such as a CDL MA Motor Vehicle Operator's License, General Knowledge, Air Brakes, Tanker Endorsements and MA Department of Public Safety Hoisting Machine License.

The Supervisor should have a good background and at least ten (10) years' full time experience as an all-around diesel truck and construction equipment mechanic and welder. He or she should also be able to demonstrate 3-5 years full time paid experience in a supervisory or managerial position in the automotive field which should also include total responsibility for maintenance records and automotive parts ordering and inventory. He or she shall have a working knowledge of the operation and use of automotive diagnostic and test equipment. Bonafide references must be provided.

LWSC offers a competitive starting salary of approximately \$70k with a full benefits package including educational reimbursement, and is an Equal Opportunity Employer. A Lynn Residency is Required.

Application with letter of interest and resume to: Lynn Water & Sewer Commission
C/O Robert Fennell, Deputy Director, 400 Parkland Avenue Lynn, MA 01905

Email to: bfennell@lynnwatersewer.org

Position closes: October 30, 2020 at 12:00 p.m.