General Statement of Duties

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 "Heavy Equipment Repair Supervisor."

Essential Duties and Responsibilities

A Master Mechanic may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform).

- 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.
- Train and evaluate personnel in the use of shop equipment.
- 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 request.
- Record daily work in Shop Floor system.
- Perform road service on equipment as required.
- Plow, shovel and salt streets, parking lots and sidewalks.
- Perform related work 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.
- 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.

**QUALIFICATIONS FOR EMPLOYMENT**

- 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.
- 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.

**SPECIAL REQUIREMENTS**

- Must be fully certified by the State of Michigan as a "Master Heavy & Light Equipment Mechanic".
- Must maintain a valid Michigan Commercial Driver's License including an air brake endorsement.
- Experience with Fire response vehicles and equipment desired.
- MPSI training desirable.

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