



VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building

7 Maple Avenue

Hastings-on-Hudson, New York 10706

Job Announcement: Lead Mechanic, Department of Public Works

Post date: March 4, 2022

The Village of Hastings-on-Hudson is looking to fill a Lead Mechanic position in the Department of Public Works. Driver's License required. Under general supervision, the Lead Mechanic is responsible for the operation of a municipal garage, and oversight and maintenance and repair of all municipally owned automotive equipment. A wide variety of skilled mechanical repair, diagnostic, and maintenance work on all types of automotive equipment, electric vehicles (the Village has a commitment to the acquisition of electric vehicles wherever feasible), including heavy equipment vehicles e.g. tractor trailers, front end loaders, bulldozers, steam rollers, sweepers etc. is required. The Lead Mechanic monitors the repair, maintenance and mechanical operation of all municipally owned vehicles, machinery, and equipment. Other responsibilities include providing mechanical and technical advice on the purchase, operation and maintenance of vehicles and equipment; performing complex repair and analyses of automotive, machinery and heavy equipment; maintaining inventory, equipment, and purchase records; and carrying out a preventive maintenance program on municipal vehicles. The Lead Mechanic may be required to operate varied types of automotive equipment. He/she plans and oversees the work of other automotive repair personnel assigned to this work and does related work as required.

Illustrative examples of work include:

- Performs complex automotive vehicle and heavy equipment repairs, maintenance, and diagnosis including major overhauls to transmissions, engines, differentials, front ends, brake adjustments and relining, electric and gas welding, accident repairs and painting, snow plows, and assists subordinate automotive personnel in completing repairs as necessary;
- Operates valve-grinder, drill press, lathe, welding and burning equipment, computer diagnostic equipment, electrical testing equipment, tire balancing equipment, and other associated tools;
- Prepares and maintains simple reports concerning mileage, fuel consumption, and other data;
- May operate automotive equipment including trucks, rollers, graders, front end loaders, back hoes, etc., as required by the individual municipality or district;
- Coordinates work assignments and training of subordinate automotive repair personnel;
- Ensures work assignments are completed correctly and in accordance with the standard operation and safety procedures of the department;
- Advises Superintendent of Public Works as to status of vehicle repair and maintenance projects;
- Advises Superintendent of Public Works regarding the procurement, replacement, and/or reassignment of automobiles and equipment;



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- Assists Superintendent of Public Works with the implementation of an equipment preventative maintenance plan and New York State inspections program;
- Inspects all automotive equipment periodically to determine need for repairs and replacements;
- Communicates with outside vendors for parts and repair services, including warranty repair;
- Performs inspections of automotive equipment as part of a preventative maintenance program, as required;
- Instructs drivers on use and care of equipment
- Requisitions gasoline and oil, tools and repair parts;
- Recommends equipment, supplies to be purchased;
- Keeps records of work done, materials used and costs incurred;
- May use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

Candidate must have a thorough knowledge of the repair and maintenance of motor equipment of all types and the tools, techniques and terminology used in the repair and maintenance of automotive vehicles and equipment; thorough knowledge of the accident and safety precautions connected with such work; ability to operate a garage efficiently and economically; resourcefulness and imagination in meeting new and unusual problems; initiative in carrying out repair work and in seeking improved work methods. The candidate should also have knowledge of diesel and gasoline engines, centrifugal and diaphragm types of pumps, two cycle and four cycle engines; electric vehicles; good general knowledge of the current cost of repairs and replacement parts; skill in diagnosing mechanical troubles on motor equipment of all types; skills in operating front-end repair equipment and shop testing equipment; ability to perform complex repairs on all types of automobile and heavy equipment vehicles; ability to accurately diagnose mechanical difficulties; ability to read and understand technical manuals and drawings; shop prints; mechanical curve charts; circuit diagrams and blueprints; ability to evaluate mechanical work of private garages; ability to keep activity records and prepare reports of such activities; ability to work from oral or written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; good interpersonal skills; initiative; resourcefulness; good technical judgment; physical strength and agility; physical condition commensurate with the duties of the position.

Salary pursuant to the collective bargaining agreement.

Interested candidates should submit an application and resume at the link below:

<https://hastingsonhudson.seamlessdocs.com/f/generalemploymentapp>