

# Employment Opportunity

City of Sanford, Maine 04073



## MECHANIC II – PUBLIC WORKS DEPARTMENT

The City of Sanford is accepting applications to fill the position of Mechanic II. Applicants must have and maintain a valid State of Maine Class II/B CDL operator's license and State Inspection Certificate. Applicants must also possess a clean driving record.

This is a highly skilled tradesman level of work. The position involves, but is not limited to, the repair and preventative maintenance of automotive and mechanical equipment. The employee in this class is responsible for the maintenance and repair of diesel and gasoline engines and other mechanical equipment. The employee performs the work in addition to supervising others performing mechanical work. Please refer to the job description for the additional duties, responsibilities, training, experience, as well as the necessary special requirements for this position.

The position is scheduled to work 5 days per week, 8 hours per day. The pay range for this position is \$21.70 to \$23.40 per hour. Work is assigned and primarily carried out from the Public Works Director or his designee. Work assignments will encompass all areas of the City of Sanford.

Applicants are required to successfully pass a background check to the satisfaction to the City of Sanford and a drug test as a prerequisite of employment, prior to final hiring. Applications and interviews will be granted as received.

**Application and instruction packets, including job description, must be obtained from the Human Resource Department or online @ [www.sanfordmaine.org](http://www.sanfordmaine.org) and must be returned to:**

Mechanic II  
Human Resource Director  
919 Main Street  
Sanford, ME 04073

*The City of Sanford is an Equal Opportunity Employer*

Internal Post: Monday, October 5<sup>th</sup>, 2020  
Internal Deadline: Wednesday, October 14<sup>th</sup>, 2020 at 4:30 PM  
External Post: Thursday, October 15<sup>th</sup>, 2020  
Deadline: Friday, November 27<sup>th</sup>, 2020 at 4:30 PM



# City of Sanford, Maine

## PUBLIC WORKS DEPARTMENT

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JOB DESCRIPTION: MECHANIC II

DEPARTMENT: PUBLIC WORKS DEPARTMENT

REPORTS TO: GARAGE MAINTENANCE SUPERVISOR OR DESIGNEE

SUPERVISES: MECHANIC I AND MECHANIC'S HELPER/PARTS  
PERSON

### GENERAL NATURE OF WORK

This is a highly skilled tradesman level of work involving the repair and preventative maintenance of automotive and mechanical equipment. An employee in this class is responsible for the maintenance and repair of diesel and gasoline engines and other mechanical equipment. The employee in this class both performs the work and supervises others in performing mechanical work.

An employee in this class exercises a large degree of independent judgment as to methods of repair after receiving initial instructions from a superior concerning faulty operation of a piece of equipment.

Work is subject to review by observation from the Public Works Director and/or designee.

### DUTIES AND RESPONSIBILITIES - (Illustrative Only)

1. Properly uses, cares for and maintains the equipment assigned for use.
2. Adjusts and services all automotive and equipment parts as part of a preventative maintenance program.
3. Inspects all automotive and equipment parts to ascertain needed repair.
4. Greases, services and tunes-up equipment and vehicles.
5. Changes, maintains and balances tires.
6. Replaces all necessary automotive and equipment parts.

7. Fabricates and repairs parts and equipment.
8. Washes and cleans equipment and vehicles.
9. Performs major and minor maintenance on equipment and vehicles, including preventative maintenance in accordance with manufacturer's recommendations.
10. Performs vehicle and equipment body work.
11. Diagnoses problems concerning vehicles and equipment and provides leadership in their repair.
12. Keeps records of work performed.
13. Performs State inspections of Town owned vehicles.
14. Ability to conduct one's self in an orderly and courteous manner.
15. Assists in the operation of recycling.
16. Performs other work as required, including operation of trucks equipped with street plowing and sanding equipment, and winter activities such as clearing and treating roads and sidewalks.

#### **REQUIREMENTS OF WORK**

1. Ability to follow all safety rules and policies of the Town, State and Federal government.
2. Considerable knowledge of and skill in using standard methods, tools, practices and equipment and procedures applied to the repair and maintenance of heavy and light automotive equipment.
3. Skill and care in the use of tools employed in automotive repair and adjustment work.
4. Ability to establish and maintain effective working relationships with superiors, officials, co-workers, other mechanics and the public.
5. Working knowledge of occupational hazards and safety precautions of the trade.

6. Thorough knowledge of the geography of the Town and location of streets.
7. Working knowledge of welding and forging techniques.
8. Working knowledge and skill in locating and correcting defects in automotive and construction equipment.
9. Working knowledge of hydraulic and electronic repair and replacement.
10. Ability to understand and carry out written and oral instructions.
11. Ability to operate all town owned vehicles and equipment.
12. Ability to maintain a responsible program of preventive maintenance and inventory control.
13. Ability to keep simple records.
14. Will be available nights, holidays, weekends for any type of emergency situation.
15. Ability to perform all duties of the positions Mechanic I and Mechanics Helper/Parts Person.
16. Frequently requires bending and stooping; work on uneven ground; lifting and carrying of objects up to 50 lbs; use of both feet for repetitive movements such as operating foot controls; and use of hands for repetitive movements such as grasping of hand controls, handles, tools, etc.; exposure to moving equipment and machinery; marked changes in climate conditions; and exposure to dust, fumes and gases.
17. Occasionally requires squatting; crawling; climbing stairs/ladders; reaching above shoulder level; crouching; kneeling; balancing; and carrying and lifting of objects up to 100 lbs.

#### TRAINING AND EXPERIENCE

1. Must possess a high school diploma.
2. Graduation from a vocational school or specialized training automotive trade desirable.
3. Experience in the operation of moderately heavy to heavy equipment is desirable.
4. Equivalent combination of training and experience may be considered.

NECESSARY SPECIAL REQUIREMENTS

1. Must have State Inspection Certificate.
2. Required to furnish own tools.
3. Must have and maintain a valid State of Maine Class II/B CDL driver's license.
4. Must have non fault accident free driving record for the 18 months previous to applying for the position and no moving citations in the past 12 months.
5. Must be physically capable of performing necessary work pertaining to job requirements.
6. Must be able to be reached by telephone during off duty hours.

ADOPTED ON: JUNE 6, 1995

REVISED ON: APRIL 14, 2004

REVISED ON: JANUARY 1, 2013



# City of Sanford, Maine

## Human Resources Department

919 MAIN STREET, SANFORD, MAINE 04073

FAX (207) 324-9124

## City of Sanford Estimated Summary of Benefits Mechanic II

### Effective July 1, 2020 Wage:

Base Hourly Rate:

Hire Rate:

\$21.70 per hour

Upon Completion of Probation/6 Months: \$23.40 per hour

\*\*Additional increases for longevity and years of service with the City subject to the Collective Bargaining Agreement.

### Health Insurance - 1/1/2020:

POS – 200 Plan:

Employee – 20% of Annual Insurance Premium paid by Employee  
\$112.84 week/ \$5,867.63 per year (Family or Emp./Spouse)  
\$82.08 week/ \$4,268.09 per year (Emp./Children)  
\$50.31 week/ \$2,616.08 per year (Single Plan)

City of Sanford - 80% Annual Insurance Premium paid by City  
Family or Emp/Spouse Plan: \$ 23,469.88  
Emp/Child(ren) Plan: \$ 17,072.16  
Single Plan: \$ 10,464.19

HRA – 100% Premium paid by City  
HRA Family, Emp/Spouse or Emp/Child(ren) \$ 2,380.00  
HRA Single \$ 1,190.00

POS – C Plan:

Employee – 20% of Annual Insurance Premium, Plus POS 200  
Difference paid by Employee  
\$141.58 week/ \$7,362.16 per year (Family or Emp./Spouse)  
\$102.99 week/ \$5,355.48 per year (Emp./Children)  
\$63.13 week/ \$3,282.76 per year (Single Plan)

City of Sanford - 80% Annual Insurance Premium paid by City  
Family or Emp/Spouse Plan: \$ 24,665.66  
Emp/Child(ren) Plan: \$ 17,941.20  
Single Plan: \$ 10,997.38

\*Opt out of City Insurance Benefit: \$3,924.07 – Pro-rated upon the first year of employment in which employee is eligible for insurance.

**Dental Insurance** – 100% Employee Contribution

Family or Emp/Child(ren) :	\$32.97 per week
Emp/Spouse:	\$17.27 per week
Single:	\$10.01 per week

**MPERS** – AC Plan – 1/2 of their Annual Final Compensation Average of the three highest years of earnable compensation upon the completion of twenty five (25) year of creditable service/age 65.

\*The City of Sanford contributes 10.1% of annual salary per year.

\*Employees are required to contribute 7.35% of weekly base wage.

**Income Protection:** (short term disability = 70% of Gross Weekly Wage)  
\$2.00 per week

**Life Insurance:** The City of Sanford pays for the premium equal to the annual salary in life insurance

**MPERS Life Insurance** – Additional Coverage available  
100% Employee Contribution.

**Sick Accrual** –Accrues 100 hours annually on 12/1/2020 for the period of 12/1/20-11/30/21. 2019-2020 to be accrued as of date of hire. Unused hours paid out annually in December prior to next annual accrual.

**Vacation Accrual** – Per Bargaining Agreement, 2 weeks (80 hours) upon completion of 1 year of employment. \*Able to use 40 hours after six months of employment

**Holiday**– Paid during the week in which the holiday falls. Employees not eligible for holiday pay until after 30 calendar days of employment.

**AFLAC** - Optional Enrollment Upon Hire – Annual Enrollment City wide each year in June for July 1<sup>st</sup> effective date.

**FSA – Flexible Spending Account:** Annual Enrollment each year in November to co-inside with health insurance open enrollment. 100% Employee contributions. Eligible to enroll upon employment or during open enrollment only – unless qualifying event.

**Uniform and Boot Allowance:** Paid per Collective Bargaining Agreement.  
\$400.00 Uniform  
\$275.00 Boots



Can you travel if the job requires it?  Yes  No

Do you have access to transportation?  Yes  No

**PERSONAL REFERENCES**

Please list at least three persons who know you well – not previous employers or relatives.

Name	Address and Telephone Number	Occupation	Years Acquainted

**EDUCATION**

Type of School	Name / Address	Subjects Studied / Academic Honors	Did you Graduate?/ Type of Degree	Number of Years Attended
High School				
College				
Graduate School				
Technical/Trade School				
Other				

You may include subjects of special study, research work, special training skills, or qualifications which you believe may be helpful to us in considering your application (*e.g.*, paid experience as/performing: administrative assistant, cable harnessing, clerical, customer service, data entry, PC Board Assembly, electrical engineering, electro-mechanical assembly, machine operator, mechanical engineering, plastic assembly, quality control, shipping & receiving, receptionist, soldering, warehouse)

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## EMPLOYMENT EXPERIENCE

Please list the names of your present and previous employers, starting with your present/most recent employment. You should include information about verifiable work performed on a volunteer basis and military service. Be sure to account for all periods of time, including any periods of unemployment. Use additional pages if needed.

Employer ( )	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				
Employer ( )	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				
Employer ( )	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				
Employer ( )	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				

Are you employed now? \_\_\_ Yes \_\_\_ No

May we contact your current employer? \_\_\_ Yes \_\_\_ No (If no, please explain on reverse.)

Do you have any commitments to another employer, which might affect your employment with us?

Yes. (If Yes, please explain on reverse.)  No

Have you ever been terminated or asked to resign from any job?

Yes. (If Yes, please explain on reverse.)  No

Please explain any gaps in your employment history \_\_\_\_\_

**CRIMINAL HISTORY**

*An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no" with respect to any inquiry relative to prior arrests or criminal court appearances and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution. A conviction record is not necessarily a bar to employment. Factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.*

1. Have you ever been convicted of a felony?  Yes  No

2. Have you been convicted of a misdemeanor during the past five years (other than a speeding, minor traffic violation, affray or disturbing the peace)?  Yes  No

3. Have you completed a period of incarceration within the past 5 years for any misdemeanor (other than a first conviction for any of the following misdemeanors: speeding, minor traffic violation, affray or disturbing the peace)?  Yes  No

4. If the answer to any of the above questions is "yes," please state whether you were convicted more than 5 years ago for any offense (other than a speeding, minor traffic violations, affray or disturbing the peace).  Yes  No

If you answered "yes" to any of the questions set forth above, please provide the details (date, city or town, nature of offense, and disposition):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE

*(Please read the following carefully and then sign below)*

I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct and complete to the best of my knowledge. I authorize the CITY OF SANFORD, MAINE (or its designee) to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release the CITY OF SANFORD, MAINE (or its designee) from any and all liability resulting from the verification of such information. I understand that any false statement or material omission on this application, or on any supporting documents, shall be grounds for non-hire or discharge, regardless of when discovered by the CITY OF SANFORD, MAINE.

**I understand that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by the CITY OF SANFORD, MAINE. I further understand that there is no guarantee that the CITY OF SANFORD, MAINE will be able to place me with one of its clients. If I am hired by the CITY OF SANFORD, MAINE, I understand that my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied to remain in the CITY OF SANFORD, MAINE's employ. I further understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of the CITY OF SANFORD, MAINE or me. Notwithstanding the foregoing, the terms of any collective bargaining agreement will apply to any applicant hired to work in a position subject to a collective bargaining agreement. I also understand that no representative of the CITY OF SANFORD, MAINE has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.**

I understand that if I am offered employment at the CITY OF SANFORD, MAINE, I will be required to provide evidence of my identity and authorization for employment in the United States.

I understand that the CITY OF SANFORD, MAINE may require a physical examination and/or drug and alcohol screening as a condition of employment and at any time during my employment to the extent permitted by law.

I understand that if I am hired by the CITY OF SANFORD, MAINE and my employment subsequently ends, the CITY OF SANFORD, MAINE may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND BY ALL OF THE ABOVE TERMS.

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Signature of Applicant

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Date