

**City of Lowell**  
**Job Description**  
**Please Post: June 25, 2015**  
**Deadline: July 9, 2015**  
**Lowell Police Department**  
**Temporary Garage Helper**

**Job Title:** Temporary Garage Helper (*Temporary 90-Day Appointment*)  
(2500-J#2629, 2156)  
**Department:** Lowell Police Department  
**Reports To:** Officer-in-Charge (OIC) - Operational Support or his/her designee  
**Union Status:** Non-union  
**Wage:** \$13.00/hour - 35 hours per week

**SUMMARY**

Assists the Garage Foreman and Mechanics with equipment repairs, garage housekeeping and stock room inventory control for the Lowell Police Department. May be considered essential personnel subject to mandatory call back at discretion of Superintendent of Police.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Works alongside skilled mechanics as an assistant.
- Performs routine maintenance tasks such as fluid and air pressure checks, visual inspections of lighting systems and emergency lighting.

Secondary Duties

- Performs general housekeeping duties around the garage and stock room.
- Maintains order and cleanliness in stock room.
- Is responsible for helping to ensure a safe work environment in the garage by keeping floors clean of all foreign materials.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The candidate must have basic knowledge of a working mechanical garage. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

A high school diploma or GED or equivalent combination of education and experience which must include working knowledge of mechanical trades.

**LANGUAGE SKILLS**

Ability to read and write. Ability to effectively present information and respond to questions from supervisors.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear; and taste or smell. The employee must occasionally lift and/or move in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **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 occasionally exposed moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions; and risk of electrical shock. The employee is occasionally exposed to toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

*Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ July 9, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

**EOE/AA/504 Employer**