

CITY OF LOWELL
Job Description
Please Post: September 17, 2013
Deadline: October 1, 2013
Department of Public Works
Temporary Garage Helper

Job Title: Temporary Garage Helper (TP-1941)
Department: Department of Public Works
Reports To: Commissioner, Deputy Commissioner, General Foreman, Garage Foreman and other designated personnel
Union Status: Non-union
Wage: \$12.00/hour -40 hours per week Temporary 90-Day Appointment

SUMMARY

Assists the Garage Foreman and Mechanics with equipment repairs, garage housekeeping and stock room inventory control for the Department of Public Works.

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/interested individuals may send resume and/or application to the Human Relations Office, Room 19, 375 Merrimack Street, Lowell, MA 01852 by 4:00PM: Deadline- Tuesday October 1, 2013. Applicants may also send resume and/or application to cityjobs@lowellma.gov

EOE/AA/504 Employer