

CITY OF NEW LONDON
CONNECTICUT
RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

Position title: **Crew Leader/Master Mechanic II**

Salary: **\$53.55 per hour**

General Description of Job:

Responsible position performing a variety of skilled, semi-skilled, and administrative tasks in overseeing the daily operations of the City's Vehicle Fleet. On an as-needed basis, all mechanical assignments performed within a municipal sector repair facility, including in all weather and other associated conditions, and challenges including directing, instructing, and assisting Fleet Division Mechanics.

Minimum Qualifications:

Graduation from High School with a minimum of eight (8) years in the minor and major repairs of motor vehicles, including moderate supervisory experience and not less than five (5) years of heavy vehicle and diesel engine repair and maintenance experience, or an equivalent combination of training and experience that includes leading team members in motor vehicle repair.

Examination *:

Training & Experience Evaluation (Weighted 70%)	Department Interview (Weighted 30%)	Background Investigation (Pass/Fail)	Health Physical (Pass/Fail)
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* ***Each*** portion of the examination process ***must*** receive a passing score of 70% or more in order to proceed to the next phase of the examination process. The City reserves the right to move only a select number of applicants forward to the Department Interview.

** In accordance with the personnel policies extra points may be awarded to those applicants with proven New London residency, Honorable Military service (DD214 must be attached). And bi-lingual. Points will be added after the candidate has passed all portions of the examinations. Extra points may not be used to pass a failing grade.

Employment Benefits:

Liberal fringe benefits – Anthem medical, CIGNA Dental, CVS Caremark Prescription Drug, Life Insurance, Sick Leave, Vacation and Holidays, and Worker's Compensation.

How to Obtain Information:

For an application (required), apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or email completed application to jobs@newlondonct.gov EOE MFH

Your application must be submitted before **October 14, 2025, at 3:00 P.M.**

FLSA: Non-Exempt
Grade:
Location: Public Works
Approved by the Personnel Board: 8/23/23
Concurred Union: 8/24/23
Hours: 40

Crew Leader/Master Mechanic II

GENERAL STATEMENT OF DUTIES:

Responsible position performing a variety of skilled, semi-skilled, and administrative tasks in overseeing the daily operations of the City's Vehicle Fleet. On an as-needed basis, all mechanical assignments performed within a municipal sector repair facility, including in all weather and other associated conditions, and challenges including directing, instructing, and assisting Fleet Division Mechanics. Serves in an "on-call" capacity, available for emergency calls when necessary. This position is further responsible for the overall coordination and supervision of the City's fleet of vehicles and materials needed to have a functioning, safe, and effective City fleet to serve and achieve the City's Public Safety and Quality of life requirements. This position works under the general direction of the Superintendent/Deputy Director of Public Works.

EXAMPLES OF WORK (ILLUSTRATIVE):

Under the direction of the Superintendent/Deputy Director of Public Works, leads and works with Fleet Division Mechanics, overseeing the daily work performed in Mechanical Maintenance. Manages the underground fueling system, including keeping DEEP records and pump testing monthly and annually and ensuring that the computerized fuel system at the pumps is maintained with the proper access for authorized city workers to use effectively and that the system is certified and inspected weekly.

Ensures coordination with the City's vehicle insurer with claims, accidents, and estimates as needed and works with vendors and the city to ensure coordination of efficient compensation in such matters. Adds and removes vehicles from the City's insurance policies and provides that the particular insurance requirements for Fire, BOE for DMV are appropriately in place. Maintains and supplies the DMV with vehicle records as required and issues all city-assigned license plates. Coordinates registering city vehicles at the DMV while retaining the city titles and the authorization when receiving new vehicles and registering equipment into the City's fleet. As necessary, supervises specialty DMV inspections for the senior buses and the BOE passenger vans. Ensures designs are being considered and assists in obtaining adequate and efficient quotes for such specialty purchases within the city. Assists in the efficient coordination of outdated and unused fleet vehicles for auction and compensation. Ensures that fuel used by authorized entities such as BOA, STA Bus Company, TVCCA, or others is appropriately captured for compensation through coordination with the Department of Finance. Works with OSHA when appropriate and involves the City's fleet. Monitors the effective use of complex oil separators, solid waste oil

separators, and car wash oil separators including coordinating the annual pump-out and maintaining the records for DEEP.

Determines all work assignments on a daily, weekly, and monthly basis and ensures that all regular and overtime work assignments are completed in a timely manner. Assesses in-house capabilities, and determine the appropriate service agent for welding projects. Monitors work production and ensure safe work performance following established procedures and timetables, factoring safety and resource capability into work assignments.

Provides leadership in the technical aspects of the operations and application of all assigned testing, hand, power, and state-of-the-art tools. Maintains and updates, as needed, a comprehensive library of shop manuals, technical support data, and specific equipment guidance and informational documentation. Following established procedures maintains highly accurate and timely Preventive Maintenance (PM) programs to ensure that all motor vehicles owned and operated by the city obtain the maximum life cycle at the lowest maintenance costs. Maintains accurate, timely records of all motor vehicles to monitor all emergency, demand, scheduled, unscheduled, and PM repairs and adjustments, tracking the frequency and cost per mile/hour of each unit. Leads by example and promotes professional and customer-oriented service to team members for all department and divisional vehicles.

Maintains knowledge of the operations of all types of motor vehicles and equipment owned and operated by the city. Serves as the expert in accomplishing all phases of repair and maintenance functions and performs all work assignments of the Division, even under extreme conditions.

Oversees, monitors, and maintains replacement parts and equipment stock in accordance with established repair facility security and inventory control safeguards. Assists in determining the optimum ordering process for replacement parts to minimize the level of inventory while maximizing availability either through in-house storage or that of approved suppliers and vendors. Participates in the maintenance and revision of the Motor Vehicle Depreciation/Replacement Schedule as vehicles are acquired and disposed of; anticipates the needs and capability of the city to purchase and operate its fleet within established budget constraints.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and understanding of modern municipal motor vehicle full-service repair facility operation, including considerable welding knowledge.

Considerable knowledge and understanding of the concept of "constant improvement" as it relates to motor vehicle preventive maintenance and the idea of "just-in-time" ordering processes and methods related to part and inventory control.

Working knowledge of Connecticut OSHA regulations and safe work procedures regarding motor vehicle repair work and related tool and chemical use, maintenance, and storage.

Skilled in using electronics including computers and able to create, store, and access accurate data and produce related documents. Ability to learn industry-specific programs as needed.

Skilled in applying established professional and modern Mechanical Maintenance practices and procedures and in the ability to communicate effectively in oral or written form.

Ability to lead, motivate, and supervise the work of others, assist in planning and delegating work to maintain a high level of morale and productivity, and ensure that work meets or exceeds established procedures, quality, mid timelines, even under adverse conditions.

Ability to establish and maintain effective, respectful working relationships with supervisor, co workers, Department/Division Heads, other City employees, vendors, and the general public.

Ability to handle the daily demands of position with tact and authority and meet the physical needs of daily motor vehicle repair and maintenance, even under adverse conditions.

MINIMUM QUALIFICATION:

Graduation from High School with a minimum of eight (8) years in the minor and major repairs of motor vehicles, including moderate supervisory experience and not less than five (5) years of heavy vehicle and diesel engine repair and maintenance experience, or an equivalent combination of training and experience that includes leading team members in motor vehicle repair.

SPECIAL QUALIFICATIONS:

Must have at least ten years of experience having a Connecticut CDL Class B license with air brake and tanker endorsements. Must be proficient in Excel for spreadsheets and reports or capable of achieving proficiency with training.

8.24.2023