



Position Vacancy

RFP #26-075-01

Position: Maintenance Mechanic

Department: Park & Recreation

Salary Range: PK - 09 (\$31.85- \$43.47 hourly)

Schedule: This is a full-time, 40-hour-per-week position. Overtime may be required based on departmental needs, weather events, seasonal demands, emergencies, or special events.



Pursuant to the Collective Bargaining Agreement between the City of Framingham and LIUNA Locals 1156 and 1116, the Parks, Recreation & Cultural Affairs unions are currently operating under a pilot schedule. Friday hours do not include a lunch break. Specific end times may vary by bargaining unit, position, operational need, or applicable agreement.

Current pilot schedule hours are generally as follows:

- Monday–Wednesday: 7:00 a.m. to 4:30 p.m.
- Thursday: 7:00 a.m. to 3:30 p.m.
- Friday: 7:00 a.m. to 12:30 p.m.

The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

The Parks, Recreation and Cultural Affairs Department's mission is to create recreational opportunities, preserve open space, manage public athletic fields and parks, and administer recreation programs for Framingham's varied population. The Parks Maintenance Department supports this mission by managing more than 500 acres of parks, open space, schools, and other municipally owned properties.

The Maintenance Mechanic plays an essential role in supporting year-round park operations by maintaining, repairing, and servicing the vehicles, equipment, and small machinery needed to keep parks, fields, facilities, and public spaces operating safely and efficiently. Working under the general guidance of the Superintendent of Parks or their designee, this position performs maintenance, repairs, service, and welding in support of the Parks, Recreation and Cultural Affairs Division; exercises independent judgment to coordinate resources and achieve

general goals; communicates effectively; and may be required to work non-traditional hours or overtime as department needs dictate.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Maintains familiarity with repair and maintenance practices for Parks-owned vehicles, equipment, and machinery through manuals, seminars, vendor support, and other necessary research.
2. Diagnose and repair mechanical problems with Parks vehicles, machinery, and equipment, and determine when additional service or outside repair is needed.
3. Prioritize repair and maintenance work based on equipment condition, seasonal demands, safety considerations, and operational needs.
4. Maintains, repairs, and services equipment including, but not limited to, large deck mowers, tractors, attachments, rollers, sweepers, blowers, commercial mowers, flail mowers, aerators, roto-tillers, spreaders, front-end loaders, sod cutters, infield groomers, weed whackers, paint machines, chainsaws, and related equipment.
5. Performs small engine repair, including diagnosing and repairing engines, carburetors, pistons, valves, magnetos, fuel pumps, and related components.
6. Performs daily, seasonal and preventative maintenance including sharpening, cleaning, visual inspections, and maintaining working parts, attachments and accessories in proper condition.
7. Oversees, schedules, and documents preventive maintenance and repairs for vehicles equipment and small machinery.
8. Maintains repair and maintenance records, stock parts, and purchases necessary parts.
9. Notify supervisor of equipment problems, damage, failures, repair needs, and any potential impacts to operations.
10. Performs minor repairs on department vehicles, trucks, trailers, fleet equipment, accessories, hydraulics, and related systems.
11. Coordinates repairs and outside support as needed through DPW Fleet, Facilities & Communications Department, or qualified service vendors.
12. Performs minor welding and fabrication repairs as needed.
13. Must be physically able to assist with department's heavy labor demands when needed.

Qualifications:

- High school diploma or vocational school completion.
- Minimum five (5) years of paid experience repairing and maintaining power equipment, vehicles, small machinery, or similar equipment; or an equivalent combination of education, training, and experience.
- Must possess and maintain a valid Massachusetts Driver's License, with ability to obtain a Class B Commercial Driver's License and Department of Public Safety Hoisting License 2A. CDL training may be made available.
- Must successfully complete a CORI/SORI check and pre-employment physical and/or substance screening in accordance with City policy and applicable requirements.
- Must own or have access to tools required for the position up to 1/2-inch drive, including standard and metric tools.
- Knowledge of:
 - Gas and diesel engines.
 - OSHA regulations related to repair facility operations and safe work practices.
 - Proper storage and handling of oils, hazardous materials, and waste materials.
 - Vehicle, power equipment, small machinery, and landscape equipment maintenance and repair.
- Ability to:
 - Diagnose, maintain, and repair power equipment, vehicles, small machinery, and related equipment.
 - Organize repair operations, prioritize work, and manage workflow.
 - Maintain an orderly stock area, work area, and repair facility.
 - Use computerized inventory, maintenance management, and job costing systems.

- Communicate equipment needs, repair status, and operational impacts to supervisors and staff.

Supervision Received:

The Parks Maintenance Mechanic will report to the Superintendent of Park Maintenance or their designee, and the Director of DPW Fleet, Facilities and Communications.

Supervisory Responsibility:

None.

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 position's essential functions.

Employees must be able to regularly alternate between sitting, stooping, walking, kneeling, standing, pushing, and pulling in order to effectively carry out daily assignments. Work in this position may require frequent lifting, pushing, pulling, moving, or carrying up to 30 lbs. and occasionally up to 100 lbs.

Motor Skills: The position requires the employee to have appropriate motor skills to carry out essential duties and other job-related responsibilities, including operating vehicles, motorized equipment, power tools, hand tools, computers, etc.

Visual Demands: Employees must be able to read written instructions and operations manuals, in addition to possessing clear near and distance vision, in order to ensure the appropriate safety of surrounding employees and the general public while safely operating vehicles and equipment in varied surroundings.

Job Environment:

- Employees may be exposed to vehicle and equipment-related noise or a combination of unpleasant elements such as odors, loud noises, biohazards, traffic, electricity, toxins or fumes, dust, smoke, heat, cold, oil, dirt, or grease.
- Occupational risk is consistent with work performed in a maintenance, repair, and mechanic setting, including exposure to vehicles, equipment, tools, chemicals, weather, and active work sites.
- Employees must wear required personal protective equipment and appropriate work attire, including safety footwear, while performing assigned duties. Employees are required to follow all safety procedures and use protective gear. Compliance with city safety protocols is mandatory.

Accountability:

Consequences of errors, missed deadlines, or poor judgment may include adverse public relations, monetary loss, missed deadlines, labor/materials costs, and jeopardized department programs.

Complexity:

Work consists of the practical application of various concepts, practices, and specialized techniques relating to performing maintenance techniques. Assignments typically involve evaluating and interpreting factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Judgement:

Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determine actions to be taken within the limits of standard practices. The employee must apply independent judgment to analyze situations and determine appropriate actions, often referencing a large body of established policies and precedents that may occasionally conflict.
