



## Department of Public Works

Memorandum

Bloomfield Township

To: All Interested Parties  
From: Adam Roose, Public Works Manager  
Subject: Job Posting – Motor Pool Crew Leader  
Date: August 12, 2024  
Cc: Dani Walsh, Department Heads, Noah Mehalski, Paul Horen, File

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The Department of Public Works – Motor Pool Division is seeking to fill the vacant position of Motor Pool Crew Leader by accepting applications from qualified candidates. This full-time position will include the Township's standard benefits package for newly hired employees and a starting salary of \$79,645.73. Attached is a copy of the current Motor Pool Crew Leader Job Classification and position requirements.

Interested parties should provide a Township job application, cover letter and resume to Adam Roose, Public Works Manager (aroose@bloomfieldtpw.org). This job posting will stay open for 2 weeks from the date posted.

Please feel free to contact me with any questions.

Thank you,

Adam Roose  
Public Works Manager

Date Posted: \_\_\_8-12-24\_\_

# The Charter Township of Bloomfield, MI

## Job Description

<b>Classification Title</b>	Motor Pool Crew Leader
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	DPW8

### GENERAL SUMMARY

Supervise and oversee mechanics, coordinate and perform highly skilled and complex mechanical repairs. Perform the duties of a mechanic involved with inspecting, repairing, fabricating, rebuilding and maintaining all Bloomfield Township vehicles and equipment both heavy duty and light. Prepares and specs out all new auto and heavy equipment. Prioritizes jobs and assigns mechanics. Keeps maintenance records, tracks daily work, inventory and orders parts, receives and prioritizes work orders/repairs.

Work is performed under the general supervision of the Fleet & Facilities Manager, Superintendent or the Director of Public Works. Supervision is exercised over the Lead Mechanic, Master Mechanic, Auto Mechanic, Communication Technician, Communications Coordinator, Communications Trainee, Laborers, seasonal, temporary and part time employees or others, including outside contractors, assigned to assist the Motor Pool Division. May also be asked to assume Fleet/Facilities Manager responsibilities in his/her absence, as directed by the F/F Manager, Superintendent or Director.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Perform highly skilled and complex mechanical repairs on both light and heavy equipment such as but not limited to trucks, loaders, rollers, graders, sewer jets and tractors etc.
- Check the work of the other mechanics for thoroughness, efficiency and complete work oversite.
- Perform the duties of a mechanic involved in hands on repairs and maintenance of all Bloomfield Township vehicles and equipment.
- Coordinate the work activities of mechanics and others.
- Ability to engage in heavy manual labor for extended periods, in all types of weather and under various working conditions.
- Investigate complaints and equipment malfunctions.
- Coordinate parts runs; maintain sufficient parts inventory.
- Plan and supervise work projects and prepare work schedules
- Train new employees in all phases of work including the operation of equipment, use of tools and methods or procedures of work.
- Plan, coordinate, direct, supervise and review the performance of subordinates.

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- Participate in the selection of equipment and in the preparation of specifications for purchase.
- Inspect equipment and records and recommend whether equipment should be repaired or disposed of.
- Analyze performance of equipment.
- Recommend improved work methods and procedures, assist in training employees and evaluations work performance.
- Perform bumping, painting, heating, drilling, bolting, welding, brazing, sand blasting, soldering, or cutting operations.
- Adjust, repair or replace parts in engines, transmissions, differentials, brakes and other equipment.
- Adjust or repair hydraulic components.
- Maintain and instruct other on proper safety procedures.
- Respond to repair request.
- Perform road service on vehicles and equipment as required.
- Prepare records and daily repair forms.
- Participate in hiring of new employees.
- Wash and clean administrative and other vehicles.
- Perform decontamination procedures on vehicles contaminated with blood or other bodily fluids.
- Attend meetings, seminars, classes and training as identified by Bloomfield Township.
- Perform other duties as assigned by Bloomfield Township administrators.

### **MINIMUM ENTRANCE QUALIFICATIONS**

#### **Education and Experience**

- 6 months+ training beyond High School
- 3 to 5 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### **Licenses or Certifications**

Michigan license, CDL with A and N endorsements, State of Michigan Certified as both a "Master Heavy-duty truck mechanic" and "Master Automobile Mechanic"

### **OTHER JOB REQUIREMENTS**

Will need to maintain FEMA Certifications. Work special hours as required, including weekly rotating on-call assignments. May be called upon to plow, shovel and salt streets, parking lots and sidewalks.

**PREFERRED QUALIFICATIONS**

Experience with Fire response vehicles and equipment desired. Leadership Certification; such as Michigan Public Service Institute.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

- Experience and considerable knowledge of the methods, materials and equipment used in the maintenance and repair of various types of heavy equipment and other power driven equipment and tools.
- Ability to prepare and maintain accurate records and reports.
- Ability to plan, supervise, coordinate and review the work of subordinates engaged in various equipment repairs and record keeping operations.
- Ability to assign work and supervise the activities of a group of employees.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to work effectively with the general public.
- Good traffic record.
- Meet the physical and mental requirements as established by a licensed physician and/or psychologist selected by Bloomfield Township.
- Ability to do data entry; basic computer skills.

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures 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.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site	X		
Confined space	X		
Vehicle			X
Warehouse environment			X
Shop environment			X
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )			X

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Extreme heat (above 100 degrees)			X
Communicable diseases			X
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals or substances			X
Loud noises (85+ decibels)			X

**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.*

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.]

<b>Date created:</b>	12/1/20
<b>Dates revised:</b>	