

**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE AND PROMOTIONAL CIVIL
SERVICE EXAMINATION
FOR
AUTOMOTIVE MECHANIC**

Beginning Wage: \$27.43/hour

Applications must be filed on or before **4:30 PM, Friday, September 20, 2024** in the office of the Director of Personnel, Room 107, Cranston City Hall. Applications may be downloaded at www.cranstonri.gov/department/personnel. Application may be submitted to the Personnel Department by: Fax: (401) 780-3362; Email: personnelapplications@cranstonri.org; US Mail: Personnel Director, 869 Park Avenue, Cranston RI 02910. Time and place of examination to be announced by email.

DUTIES:

This is skilled tradesman level work in the repairing of automotive and related mechanical equipment. Employees in this class are responsible for the overhauling, maintenance and repair of engines and other mechanical equipment. Skill in the use of welding and occasional fabrication equipment is required. The work is inspected in progress and upon completion by a superior, but employees frequently are required to use independent judgment as to methods of repair after receiving complaints of faulty operation based on oral instructions or written work orders. Carries out overhaul and repair work on light and heavy trucks and gasoline and diesel engines. Works on cars, light trucks, snow removal equipment street sweepers, construction equipment and mechanical equipment. Fabricates and repairs parts and equipment by the use of special welding and shop tools and equipment.

Is responsible for inspection, adjustment and replacement of necessary automotive parts and units, including valves, pistons, main bearings and assemblies, cooling units and other related items. Repairs and overhauls brakes suspension, ignition systems, transmissions, air conditioning, differential and rear axle units. Must fill out and submit repair order once job has been completed. Significant overtime will be required. Must have an extensive background in automotive wiring and troubleshooting. Performs other related work as required.

EXAMINATION:

The examination shall consist of a written test. The weight of the examination shall be 100% and the minimum passing grade shall be 70%.

Qualified employees will have appropriate seniority points added to a passing score.

PREFERENCE:

Honorably discharged active-duty war veterans who have received a passing grade of 70% on the test shall have five (5) points added to their final grade and disabled active duty war veterans shall have ten (10) points added to their final grade.

In order to receive credit for veteran's preference, an honorably discharged active-duty war veteran must furnish DD214 when filing application. A disabled active-duty war veteran must submit proof that he/she has been classified as disabled by the Veterans Administration. Applicant must provide DD214 with application.

VETERAN DATES FOR ACTIVE-DUTY WAR VETERANS are as follows:

December 7, 1941 to December 21, 1946

June 27, 1950 to January 31, 1955

July 1, 1958 to January 1, 1959

August 5, 1964 to May 7, 1975

August 20, 1982 to December 31, 1987

December 20, 1989 to January 31, 1990

August 2, 1990 to May 1, 1994

September 18, 2001 – A period prescribed by law, An Act of Congress or Presidential Proclamation

October 16, 2002 – A period prescribed by law, An Act of Congress or Presidential

This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."

QUALIFICATIONS:

Considerable knowledge of the standard practices and equipment of the automotive mechanic trade. Considerable knowledge of the principles of operation of gasoline and diesel engines and of the mechanical repair of heavy equipment. Some knowledge of welding and fabricating methods and techniques. Skill in trouble shooting defects in automotive and auxiliary equipment. Ability to adapt available tools and repair parts to specific repair problems. Ability to understand and carry out written and oral instructions. Minimum five (5) years experience working as a mechanic in a reputable auto/truck repair facility. Graduation from a standard high school.

Possession of a Commercial Driver's License, CDL, issued by the State of Rhode Island.

All mechanics must be **Automotive Service Excellence** certified by the conclusion of the six-month probationary period. Failure to obtain **ASE** certification by the conclusion of the probationary period will result in demotion. Must be available to take training courses when required. Must possess vast assortment of hand tools to perform all necessary repairs to municipal vehicles. Written itemized list of hand tools must be submitted.

As an employee you must either be in a pool of employees who are subject to drug and alcohol testing or you are willing to be included in the State of Rhode Island's pool of employees who are subject to drug and alcohol testing per the Omnibus Transportation Employee Testing Act of 1991.