

TOWN OF EAST HARTFORD

(860) 291-7207

OFFICE OF
THE TOWN COUNCIL

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

April 24, 2024

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Wednesday April 24, 2024 5:30 pm **Microsoft Teams**

This meeting is accessible through "Microsoft Teams" 1 929-235-8441 Conference ID: 624 671 583# or [Join the meeting now](#).

AGENDA

1. CALL TO ORDER
 2. APPROVAL OF MINUTES
 - A. February 27, 2024
 3. OPPORTUNITY FOR RESIDENTS TO SPEAK
 4. OLD BUSINESS
 - A. Proposed Revision to Job Description and Pay Grade for Position of Assistant Director of Parks and Recreation
 5. NEW BUSINESS
 - A. Proposed Revision to Job Description for Position of Master Mechanic (Fire Department)
 6. ADJOURNMENT
- C: Town Council
Mayor Connor Martin
Tyron Harris, Human Resources Director
Laurence Burnsed, Director of Health and Human Services
Kevin Munson, Fire Chief

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

February 27, 2024

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun Jr. and Tom Rup

ALSO Tyron Harris, Human Resources Director
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 6:04 pm

APPROVAL OF MINUTES

January 2, 2024

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the January 2, 2024 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant, Finance

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator

Director Harris recapped the conversation regarding these two positions at the most recent Personnel and Pensions Committee meeting held on January 2nd. Both positions within the Finance Department are under consideration for changes to their job descriptions based on increased responsibilities and necessary skills and subsequently, the Administration is recommending pay grade increases for each position based on the current job market for comparable roles. To more properly reflect the level of each position, changes in title for each position are also recommended: with the Accounting Assistant provided a new title of "Accountant" and the Payroll Coordinator provided a new Title of "Payroll Manager."

The Committee reiterated concerns on the overall process of evaluating job descriptions, particularly with regards to pay grade changes and the additional cost to the Town on an annual basis. The position of Accounting Assistant has been recommended to increase from a Grade 8 in the CSEA Union (range \$53,870-65,477 for FY24-25) to a Grade 12 (range \$70,473-85,665) and the Payroll Coordinator from a Grade 10 (range \$61,497-74,752) to a Grade 12 (range \$70,473-85,665). After consulting with the Director of Finance and the Mayor, the Director stated that the consensus is that these changes are needed to retain and

attract qualified candidates. The Director also confirmed that the Town is able to accommodate for the recommended paygrade changes with minimal financial impact to the annual budget.

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Accounting Assistant with a new Title of “Accountant” in the Finance Department dated December 1, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

MOTION By Harry Amadasun
Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Payroll Coordinator with a new Title of “Payroll Manager” in the Finance Department dated December 1, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

NEW BUSINESS

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary II (Fire Department)

Director Harris stated that pending further discussion with the department director, the job description for the position of Administrative Secretary II in the Fire Department will be tabled at this time.

MOTION to **table** item 8A: “Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary II (Fire Department)” pending further discussion.
By Tom Rup
Seconded by Harry Amadasun

Motion carried 3/0

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary III (Public Works)

Upon evaluation of this job description, the Director has made recommendations to change the position definition to more accurately reflect the increased clerical work and complexity of the support functions required by the Administrative Secretary III and also to reflect the specialized components of the role as required within the Department of Public Works. An increase in paygrade from level 6 in the CSEA Union (\$47,357-57,565 for FY24-25) to level 7 (\$53,870-65,477) has also been recommended.

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Secretary III with the new title of “Administrative Secretary III- Public Works” in the Department of Public Works, dated January 28, 2024, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Head of Children’s and Teen Services)

Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Reference & Cultural Assets Adult Services)

Director Harris stated that the Administration is proposing to remove the individualized functions of these two positions within the Library and combine the two separate job descriptions into a singular description under the revised title of “Librarian 2” as the core functions of the positions are increasingly similar in scope. Additional knowledge, skills and ability requirements were added to the description, particularly around best practices and knowledge of the library profession.

MOTION By Harry Amadasun
Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Change in Title for the Position of Librarian 2 (Head of Children’s and Teen Services) with the new title of “Librarian II” in the Library Department, dated December 28, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Change in Title for the Position of Librarian 2 (Reference & Cultural Assets Adult Services) with the new title of “Librarian II” in the Library Department, dated December 28, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description and Paygrade Increase for Position of Administrative Clerk II (Fire Department)

Upon review, revisions to this job description that had not been updated since 2010 were required to more accurately reflect increased responsibilities in the role which include payroll support, creation of media content, vendor relations and maintaining financial records. The

position is also recommended for an increase from CSEA Union paygrade 3 (\$39,318-47,790 for FY24-25) to grade 4 (\$41,795-\$50,797).

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Paygrade Increase for the Position of Administrative Clerk II in the Fire Department, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Proposed Revision to Job Description, Paygrade Increase and Change in Title for Position of Administrative Clerk III (Police Department)

Changes to this job description reflect additional responsibilities supporting collaboration with other Town Departments and outside vendors and general financial reporting. The position is also recommended for an increase from CSEA Union paygrade 4 (\$41,795-\$50,797 in FY24-25) to a grade 5 (\$44,468-54,052).

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Paygrade Increase for the Position of Administrative Clerk III with the new title of "Administrative Clerk III- Accounts Payable" in the Police Department as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **adjourn** (6:53 pm)

Motion carried 3/0

C: Town Council
 Mayor Martin
 Tyron Harris, Human Resources Director
 Melissa McCaw, Chief Administrative Officer
 Alex Trujillo, Director of Public Works
 Sarah Morgan, Library Director
 Mack Hawkins, Chief of Police
 Kevin Munson, Fire Chief

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

December 11, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Assistant Director of Parks and Recreation

Dear Mr. Martin:

Please see the attached job description for the Assistant Director of Parks and Recreation in the Health and Social Services division. We've taken functions from the Director of Parks and Recreation and included them in the new functions of the Assistant Director of Parks and Recreation.

Our Assistant Director of Parks and Recreation, Director of Health and Human Services, and I have reviewed the job description and salary band from surrounding town departments and suggested a grade change and updates to the current job description based on the needs of Parks and Recreation. I've highlighted our changes below.

POSITION DEFINITION:

Under the general supervision of the Director of Health and Social Services, provides administrative and professional supervision in the implementation of a variety of parks and recreation services, including recreation programs, special events, park projects, golf course programs, building and property administration, and construction projects.

ESSENTIAL JOB FUNCTIONS:

- Develops fee schedules and projects revenues for budget-making.
- Oversees work activities and implements controls to ensure cost-effective attainment of goals.
- Develops near and long-range planning for programs.
- Oversees analysis of computer equipment, software, and applications for increasing automation of Department processes, operating systems, and record-keeping.
- Plans and implements technological advances as so determined.
- Oversees the preparation of brochures, news releases, and other public relations materials
- Plans, coordinates, and implements year-round seasonal programs, especially in camps, playgrounds, gymnasium activities, fitness programs, special events, and sports leagues.

ADDITIONAL JOB FUNCTIONS:

- Represents the Department in public meetings.
- Participates in the selection of consulting services for Department projects.
- Coordinates activities with public and private cultural and recreational organizations.

- Speaks to individuals and groups to develop an interest in recreation and promote department activities.
- Actively participates in professional parks and recreation organizations to remain current on developments in the field.

JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- Four years of progressively responsible experience in municipal or group recreation work, including at least two years in a supervisory role.
- Credentialing as a Certified Leisure Professional is preferred

The job description for the Assistant Director of Parks and Recreation has not been updated since 2001, and the role has evolved.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST OF EAST HARTFORD

TITLE: Assistant Director of Parks and Recreation **LEVEL:** 108 to 108/112

DEPARTMENT: Parks and Recreation **Date:** 11/12/2023 2/6/04

POSITION DEFINITION:

Under the general supervision of the Director of Health and Social Services Parks and Recreation, provides administrative and professional supervision in the implementation of a variety of parks and recreation services including recreation programs, parks maintenance, golf course maintenance, building and property administration and construction projects. Assumes administrative responsibility of the Department in the temporary absence of the Director of Parks and Recreation.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes and implements work according to project schedules and standard procedures.
- Independently establishes priorities in regular duties.
- Develops, coordinates and supervises community recreation, social and cultural programs; and assists the Director of Parks and Recreation in the planning and administration of the Department's divisions, programs and activities.
- Provides administrative and technical consultation and assistance to town department, boards and commissions.
- ADD
- Participates in near-term and long-range planning of the Department. Formulates operating policies in concert with the Director.
- Assists the Director in preparing annual budget recommendations.
- Makes recommendations for fee schedules and projects revenues for budget-making.
- ADD
- Monitors work activities and implements controls to assure cost effective attainment of goals.
- Assists with analysis of computer equipment, software and applications for increasing automation of Department processes, operating systems and record-keeping.
- Plans and implements technological advances so determined.
- ADD
- Plans, coordinates and implements year-round seasonal programs, especially in the areas of camps, playgrounds, gymnasium activities, fitness programs add and sports leagues.
- Reviews and evaluates recreational programs and parks maintenance and golf maintenance projects. Oversees operations of the Community Cultural Center.
- ADD
- Assists with the development and administration of contracts with Veterans Memorial Clubhouse Caretaker, Golf Course Professional, Golf Course Restaurant and Community Cultural Center facilitators.
- Confers with architects, consultants, contractors and the general public on parks and recreation matters.
- ADD
- Prepares studies and makes reports on current and future projects and programs.

Commented [DS1]: 1071	
Formatted	... [1]
Formatted	... [2]
Commented [DS2]: 12/13/23	
Formatted	... [3]
Formatted	... [4]
Formatted	... [5]
Commented [DS3]: Health and Social Services	
Formatted	... [6]
Commented [DS4]: Delete – not relative	
Formatted	... [7]
Commented [DS5]: as well as social and cultural	... [8]
Formatted	... [9]
Commented [DS6]: Delete	
Formatted	... [10]
Commented [DS7]: Oversees work activities an	... [11]
Formatted	... [12]
Commented [DS8]: Develops near and long ran	... [14]
Formatted	... [13]
Formatted	... [15]
Commented [DS9]: •Add as new line - Formulate	... [16]
Formatted	... [17]
Commented [DS10]: Supervises the preparatio	... [18]
Formatted	... [19]
Commented [DS11]: Develops	
Formatted	... [20]
Commented [DS12]: Oversees analysis of com	... [21]
Formatted	... [22]
Formatted	... [23]
Commented [DS13]: Oversees	
Formatted	... [24]
Commented [DS14]: Oversees the preparation of	... [25]
Formatted	... [26]
Formatted	... [27]
Commented [DS15]: Special Events	
Formatted	... [28]
Commented [DS16]: in coordination with the Buil	... [29]
Formatted	... [30]
Formatted	... [31]
Commented [DS17]: Remove - Caretaker	
Formatted	... [32]
Commented [DS18]: Speaks on department ma	... [33]
Formatted	... [34]
Formatted	... [35]

- **Assists with bid procedures for services, supplies and materials.**
- Hires, trains and provides indirect and direct supervision of full-time staff for parks maintenance, golf course maintenance and administrative divisions and hires, trains and provides indirect and direct supervision of part-time staff for parks, camps, playgrounds, gymnasiums and other programs.
- Prepares regular narrative and statistical reports for the Mayor and the Town Council upon request
- **ADD**
- Assigns work to full-time and part-time staff.
- Oversees training and development programs for Department employees.
- Assists with the administration of collective bargaining agreements for Department.
- Coordinates availability of athletic fields and facilities for league use.
- Coordinates use and rental of facilities with the Board of Education.
- Prepares public relations information.
- Monitors recreation programs to assure proper operating, safety and supervision.
- Evaluates employees and handles disciplinary action.
- **ADD**
- Prepares specifications for materials, equipment, supplies and services for designated program areas.
- Evaluates employees and handles disciplinary action.
- Serves as hearing officer in grievances.
- Reports progress on projects and goals attained to Director.
- Assumes administrative responsibility of the Department in the temporary absence of the Director of Parks and Recreation.
- Works closely with Parks Associate Director and Park Supervisors to assure effective programming, maintenance and upkeep of Park facilities
- **ADD**
- Works closely with Parks Associate Director and Supervisors with grant funding for park projects
- **ADD**
- Oversees the preparation of brochures, news releases, and other public relations materials.

ADDITIONAL JOB FUNCTIONS:

- Represents Department in public meetings.
- Participates in selection of consulting services for Department projects.
- Coordinates activities with public and private cultural and recreational organizations.
- Speaks to individuals and groups to develop interest in recreation and promote department activities.
- Participates in professional parks and recreation organizations to remain current on developments in the field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and skill in executing the principles and practices of municipal recreation and its administration, including planning, organizing, budgeting and evaluation.
- Knowledge of laws and regulations governing municipal recreation.

- Commented [DS19]:** Oversees bid procedure for service, supplies and materials
- Formatted:** Font: 12 pt, Font color: Red
- Formatted:** Font color: Red
- Commented [DS20]:** Delete and add , part-time, and seasonal staff
- Formatted:** Font: 12 pt
- Formatted:** Font: 12 pt
- Formatted:** Font: 12 pt
- Commented [DS21]:** Prepares regular narrative and statistical reports for the Mayor and the Town Council upon request
- Formatted:** Font: 12 pt
- Commented [DS22]:** and professional development opportunities
- Formatted:** Font: 12 pt
- Commented [DS23]:** with the Town of East Hartford parks
- Formatted:** Font: 12 pt
- Formatted:** Font: 12 pt
- Formatted:** Font: 12 pt
- Commented [DS24]:** Evaluates employees and handles disciplinary action
- Formatted:** Font: 12 pt
- Commented [DS25]:** Delete
- Formatted:** Font: 12 pt
- Commented [DS26]:** Delete
- Formatted:** Font: 12 pt
- Formatted:** Font: 12 pt
- Formatted:** Font: 12 pt
- Commented [DS27]:** Works closely with Parks Associate Director and Park Supervisors to assure effective programming, maintenance and upkeep of Park facilities
- Formatted:** Font: 12 pt
- Formatted:** Font: 12 pt
- Commented [DS28]:** Works closely with Parks Associate Director and Supervisors with grant funding for park projects
- Formatted:** Font: 12 pt

- Ability to assess community recreational needs and to initiate, organize and follow-through on recreation, rental property, parks and golf course maintenance programs and projects.
- Ability to deal effectively with employees, staff, external consultants, the public including those members of the public representing different age groups and the media.
- Ability to supervise, train and evaluate employees.
- Ability to use electronic information systems to secure more effective and efficient operations.
- Ability to present ideas and programs to individuals or groups.
- Ability to make clear and concise oral and written reports.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- The skills and knowledge required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field, and
- four years of progressively responsible experience in municipal or group recreation work, including at least two years in a supervisory role.
- Credentialing as Certified Leisure Professional is preferred.
- Connecticut Motor Vehicle Operator's license.

EEO/AA Statement

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

Formatted: Font: 12 pt

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 10, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: REFERRAL: Personnel and Pensions Subcommittees

Please see the updated job description for the Fire Department master mechanic position. It mirrors what we did for the assistant mechanic and modernizes the KSAs to reflect the current expectations of the position. There is no title or grade change; it is simply an update of the KSAs.

Please place this item on the Town Council agenda for the April 16, 2024, meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

CONNOR S. MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

April 9, 2024

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Master Mechanic

Dear Mr. Martin:

Please see the attached job description for the Master Mechanic Fire.

Here is the updated job description for the FD master mechanic position. It mirrors what we did for the assistant mechanic and modernizes the KSAs to reflect the current expectations of the position. There is no title or grade change; it is simply an update of the KSAs.

ESSENTIAL JOB FUNCTIONS:

- Overhauls, repairs, and maintains all department apparatus, light fleet vehicles, pumps, equipment, and tools.
- Tests and repairs fire hose, aerial ladders, ground ladders, SCBA, and other emergency tools and equipment.
- Conducts inspections of all department apparatus and equipment to determine the need for preventive maintenance or immediate repairs.
- Performs preventative maintenance of all department apparatus and equipment.
- Maintains files on testing, maintenance, repairs, and related documents so that information can be easily retrieved and is filed in compliance with the record-keeping policies of the department.
- Instructs fire personnel in using and operating all department apparatus and equipment.
- Respond to emergency incidents and perform firefighting functions, if required.
- Makes road calls for immobile vehicles and equipment, makes necessary repairs, and/or transports vehicles to appropriate repair facility.
- Arranges outside repair work if it is determined to be more efficient and economical.
- Manages the documentation of repair work and audits records to update chief officers on the equipment status.
- Requisitions parts, supplies, and services as required.
- Assists in developing the budget for the maintenance division.
- Prioritizes and manages the workflow for the Apparatus Repair Division.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in welding and the care and use of skilled mechanics tools employed in all vehicle and equipment repair phases.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (the department will provide required training).
 - Preference will be given to certified Firefighter I/II.
- Thorough knowledge of the rules, regulations, and procedures of the department.

- Knowledge of NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- Knowledge of the State of Connecticut rules and regulations governing Commercial Motor Vehicle operation.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Master Mechanic
DEPARTMENT: Fire

Grade: 71
Date: Draft

Field Code Changed

POSITION DEFINITION:

Under general supervision of the Fire Chief or Assistant Fire Chief, performs administrative, supervisory, ~~and apparatus and equipment~~ repair work. Supervises the ~~in directing the~~ activities of the Apparatus Maintenance division.

ESSENTIAL JOB FUNCTIONS:

- Overhauls, repairs, and maintains all department apparatus, light fleet vehicles, pumps, ~~and~~ equipment, ~~and tools~~.
- Tests and repairs fire hose, aerial ladders, ground ladders, SCBA, and other emergency tools and equipment.
- Conducts inspections of all department apparatus and equipment to determine need for of preventive maintenance or immediate repairs.
- Performs preventative maintenance of all department apparatus and equipment.
- Maintains files on testing, maintenance, repairs, and related documents so that information can be easily retrieved and is filed in compliance with ~~record keeping~~record-keeping policies of the department.
- Instructs fire personnel in the use and operation of various-all department firefighting apparatus and equipment.
- Responds to emergency incidents and performs firefighting functions, if required.
- Makes road calls for immobile vehicles and equipment, makes necessary repairs and/or transports vehicles to appropriate repair facility.
- Arranges outside repair work if it is determined to be more efficient and economical.
- Manages the documentation of repair work and audits records to provide updates to chief officers on the status of equipment.
- Requisitions parts, supplies, and services as required.
- Assists in developing the budget for the maintenance division.
- Prioritizes and manages the workflow for the Apparatus Repair Division.
- ~~May be assigned to firefighting activities if necessary.~~

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

ADDITIONAL JOB FUNCTIONS:

- Participates in the development of specifications for all department apparatus, ~~and~~light fleet vehicles, pumps, and equipment.
- Manages the documentation of inspections, maintenance, and repairs to department vehicles and equipment.
- May assist the Alarm and Communication Division in times of need.
- Makes recommendations for apparatus or equipment improvements/replacement.
- Performs emergency repairs and maintenance.

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

KNOWLEDGE, SKILLS AND ABILITIES:

- ~~Knowledge~~Knowledge of the operation and maintenance of all motor apparatus used by the fire department.
- Knowledge of the various equipment used by the department in the delivery of emergency services.
- Ability to recognize the need for vehicle repairs and maintenance.
- Ability to make extensive overhauls of motors and equipment.
- Ability to establish and maintain effective working relationships with associates and the public.
- Skill in welding and in the care and use of skilled mechanics tools employed in all phases of vehicle and equipment repair.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (department will provide required training).
 - Preference will be given to those who are certified Firefighter I/II.
- Thorough knowledge of the rules, regulations, and procedures of the department.
- Knowledge of NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- Knowledge of the State of Connecticut rules and regulations governing Commercial Motor Vehicle operation.
- Ability to plan and direct the work of subordinates and maintain discipline of employees under his/her supervision.

Formatted: Font: Bold, Underline

Formatted: Font: Not Bold, No underline

Formatted: Indent: Left: 0", Tab stops: 0.25", List tab

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- ~~Ability to Operates~~ equipment requiring eye and hand coordination and mechanical aptitude.
- ~~Ability to Works~~ in poor weather conditions, including heat, cold, rain, or snow.

REQUIRED JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- Standard or Vocational School Diploma or its equivalent.
- Possession of a valid Motor Vehicle Operator's License.
- Those not holding a valid Commercial Driver's License-B at the time of appointment must obtain such certification within one year of appointment.
- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of the position.
- Not less than three (3) years of experience in the repairing and maintenance of automobile/truck motors and equipment or any equivalent combination of training and experience that would indicate the ability to perform the duties required.
- ~~Minimum three years experience repairing heavy automotive equipment including diesel engines or any equivalent combination of training and experience which would indicate ability to do the work.~~
 - ~~Possession of a valid Motor Vehicle Operator's License.~~
- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a Master Mechanic. Preference will be

Formatted: Indent: Left: 0.25", Tab stops: Not at 1"

given to internal candidates who possess the minimum required job qualifications and have been a regular member of the East Hartford Fire Department for not less than (3) years.

PREFERRED JOB QUALIFICATIONS AND LICENSING:

- Demonstrated experience in repairing fire department equipment.
- Demonstrated experience in managing a repair facility and supervising others.
- Demonstrated experience in heavy vehicle repair including but not limited to, diesel engine repair, braking systems, hydraulic systems, and transmission repair.
- Selected individuals should meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, - Chapter 5 Emergency Vehicle Technician III within one year of appointment.
- ASE certification preferred but not required.
 - Preference will be given to T-series medium/heavy truck T2-T8 certifications.

NOTE: The above tasks and responsibilities are illustrative only.