

## **WORCESTER COUNTY JOB OPPORTUNITIES**

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS – FLEET MANAGEMENT

**JOB TITLE:** INVENTORY/SHOP FOREMAN- WATER AND WASTEWATER

**COMPENSATION:** GRADE 15/STEP 1 \$21.93 HOURLY/\$45,614 ANNUALLY –  
GRADE 15/STEP 10, \$27.09 HOURLY/\$56,347 ANNUALLY

**WORK LOCATION:** PRIMARY LOCATION WOULD BE: WORCESTER COUNTY WATER AND WASTEWATER  
FACILITY- 1000 SHORE LANE BERLIN, MD 21811

**WORK SCHEDULE:** NORMAL SCHEDULE IS 7:30AM-4:00PM MONDAY-FRIDAY

**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** Under the direction of the Fleet Superintendent, diagnose, repair and maintain gasoline and diesel-powered vehicles and equipment; perform semi-skilled and skilled mechanical repairs; use hand tools, power operated hand tools, torch, mig welder, tire changer, wheel balancer, scan tools and ac recovery machine. Performs duties as a Maryland Certified UST Class B Fuel Facility Operator; Possession of a Class A commercial driver's license required to perform duties for the Department of Public Works.

### **GENERAL REQUIREMENTS**

- Pre-employment background check
- Safety Sensitive position requiring Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

### **DUTIES AND RESPONSIBILITIES**

- Schedules, and performs comprehensive repair work ranging from preventive maintenance to major repairs and installations on all vehicles and equipment
- Diagnoses and repairs complex systems on vehicles and equipment, such as fuel injection systems, ABS brake systems, hydraulic systems, and electrical systems to include ignition and emission systems
- Performs scheduled vehicle and equipment preventive maintenance inspections and service, such as engine oil and filter changes, transmission service, chassis lubrication, engine tune ups and replacement of tires, brakes, batteries, belts, suspension parts, steering components, hoses and lights
- Repairs heating, cooling systems, and air conditioning systems and is familiar with Freon recovery machines
- Performs DOT inspections and preventive maintenance inspections
- Maintains written records and files for all equipment, materials, and job sheets. Follow-up on warranty items and procedures
- Leads and instructs others in the performance of semi-skilled and skilled labor tasks associated with the maintenance/repair of vehicles and related equipment
- Recommends adaptations to improve equipment performance and determines necessity, orders automotive mechanical parts and material; as well as determining the feasibility of repairing equipment at the facility or sending outside the facility for repair

- Responsible for production reports/records and initial administrative decisions for assigned personnel
- Ability to maintain stock inventory of shop supplies and automotive repair parts
- Ability to implement and maintain safety standards
- Drives automobiles, trucks, buses, construction equipment, forklift or other commercial weight (over 26,000 pounds) vehicles as required to perform assigned tasks
- Performs road service maintenance
- Oversees other mechanics working in the Ocean Pines mechanic shop, provide guidance, training, and mentorship to subordinate staff
- Makes recommendations when vehicles and equipment require repairs from a 3<sup>rd</sup> party repair shop, track repairs, and inspect repairs to make sure all work was completed correctly
- Tracks shop operating budget to ensure accounts are within their allocated funding levels, make recommendations on annual budget related to the needs of the shop
- Participates in weather related emergencies such as snow removal, flooding, etc
- Applies acquired knowledge to increasing varied and complex tasks
- Performs duties independently and as part of a team
- Welds steel and other metal parts of machinery; fabricates steel items; reworks vehicles and equipment to improve performance, safety, and durability
- Performs duties as a Maryland Certified UST class B Fuel Facility Operator
- Performs duties assisting with the disposal of surplus vehicles, equipment and miscellaneous items
- Completes assigned tasks accurately and by established deadlines.
- Cross trains and backs up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required

#### **QUALIFICATIONS AND SKILLS**

- High school diploma or GED plus 5 years of vehicle or equipment repair and maintenance experience or equivalent training
- Working knowledge of vehicle or equipment parts, components, and systems, tools, materials, and testing equipment used in vehicle repair and maintenance and principles, practices, and procedures of vehicle or equipment repair and maintenance
- Skill in repair, maintenance and diagnosis of vehicle and equipment malfunctions sufficient to work with minimal supervision
- Oral and written communication skills sufficient to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and communicate effectively with others.
- Ability to use: Microsoft Word, Excel, & Outlook; Adobe Acrobat; able to scan and email documents to others
- Ability to obtain and possession of a valid Class "A" CDL license within 1 year of employment and driving record with less than 4 points (MD). Some positions may require additional endorsements and/or the absence of certain restrictions
- The work of this classification entails the performance of heavy physical labor including bending, stooping, lifting and carrying of very heavy objects, and the operation of vehicles, machinery, tools and equipment
- Ability to obtain and be certified as a Maryland UST Class B Fuel Facility Operator within 1 year of

employment

**SAFETY ANALYSIS**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Adverse, inclement weather conditions, use of power tools and equipment and confined space entry (training is provided). Some work requires exposure to potentially hazardous conditions such as working in traffic along roadways, working in trenches, handling chemicals.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.