

# **TOWN OF MARBLEHEAD NOTICE OF JOB VACANCY**

**January 15, 2024**  
**Date Posted**

**Application for this vacancy will be received  
until position is filled**

**Mechanic / Foreman**  
**Position Title**

**7 / \$1,157.76 - \$1,412.26**  
**Grade / Salary**

**7:00 – 3:00**  
**Regular Working Hours**

**Catherine M. Kobialka**  
**Department Head**

Responsibilities (Brief Job Description)

See Attached job description:

Email application and resume to  
[kobialkac@marblehead.org](mailto:kobialkac@marblehead.org)

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Interested candidates are invited to submit a resume or application for employment to the Department Head listed above. Applications for employment are available at the Selectmen's Office or Department listing job vacancy.

All applications will be considered without regard to age, race, religion, color, sex, physical or mental disability, or national origin.

This memo posted by:

**Catherine M. Kobialka**  
**Name**

**Superintendent**  
**Title**

TOWN OF MARBLEHEAD

POSITION DESCRIPTION

Title: Mechanic / Working Foreman	Number: GR 7
Department: Cemetery	Date: Jul 2016

**SUMMARY:**

Reporting to the Cemetery Superintendent, using department garage space, tools and equipment, leads, assists and directs personnel in the carrying out of maintenance, tune-ups, and repairs to heavy diesel and gasoline powered equipment like trucks, backhoes, excavators, garden tractors, lawn mowers, etc.. Leads, assists and directs personnel in the operation and maintenance of the Town Cemeteries including the maintenance of the entire water system inside the Cemetery as well as the complete maintenance and repair of the hour glass pool, including all electrical and plumbing.

**DUTIES AND RESPONSIBILITIES:**

1. Schedules, supervises and assists with all repairs of department equipment and vehicles. Repairs and rebuilds small and large diesel and gasoline engines, hydraulic systems, pneumatic and hydraulic brake systems, transmissions, and front and rear end assemblies. Installs new and repairs tires and tubes for all department vehicles and equipment. Performs body work, painting and occasional welding.
2. Schedules, assigns and supervises up to 6 employees in the daily routine activities of personnel. Maintains grounds, buildings grave sites and tombs in appropriate aesthetic condition at all Town cemeteries. Conducts periodic, routing inspections of same.
3. Assigns, performs and supervises personnel in various non-routine maintenance, construction and repair duties in the cemetery. Such as building and repairing stone walls. Mixing and pouring concrete for foundations and memorial stone setting, repairing tombs and memorials, tree work, repairing and paving roads.
4. Assigns, performs and supervises personnel in the maintenance of the entire water system inside the Cemetery. This includes the complete maintenance and repair of the hour glass pool, including all electrical and plumbing.
5. Assists with the hiring of all new full time and seasonal employees. Trains and supervises same.
6. Performs and assigns personnel to burial detail, including the assignment for overtime, subject to approval of Superintendent.
7. Keeps a cost effective inventory of all equipment supplies, and parts needed for repairs. Makes purchases for the repair and maintenance of equipment, buildings and grounds.
8. Repairs and rewires all types of vehicle and equipment electrical and electronic systems; installs and maintains two-way radio equipment.
9. Repairs and maintains snow removal equipment, including mounting plows, snow blower attachments and welding plow frames.

10. Keeps inventory of winter burials which need to be tamped and sodded in the Spring.
11. Performs snowplowing operations for the Town during and after storms.
12. Functions independently within established department policies and procedures, works from verbal directions, diagrams, sketches, operations manuals and manufacturers' specifications. Establishes own work plans and priorities; unusual problems are reviewed first with Superintendent.
13. In absence of Superintendent, supervises the operation of the cemetery department, including scheduling normal and emergency work for employees, as well as the investigation and resolution of problems and complaints.
14. Performs other duties of a similar nature and complexity as directed.

**TYPICAL BACKGROUND:**

High school plus 2 years formal schooling or at least five years related experience in diesel, gasoline and hydraulic systems; must have knowledge of electrical and electronic systems; CDL driver's license and Class 2A Hoist Engineer license.