

SMITHFIELD POLICE DEPARTMENT

Part-Time Mechanic
Applicant Information Booklet



Richard P. St.Sauveur, Jr.
Chief of Police

Mr. Randy R. Rossi
Town Manager



The Town of Smithfield is seeking a qualified candidate to fill the position of Part-Time Mechanic. This Applicant Information Booklet will provide you with the minimum hiring requirements, various phases of the applicant selection process, hourly wage, and other miscellaneous information. It is anticipated that the selection process will take 4-6 weeks to complete. Previous candidates must reapply.

MINIMUM HIRING REQUIREMENTS

To be considered for the Part-Time Mechanic, an applicant:

- Must be eighteen (18) years of age or older;
- Must be a citizens of the United States;
- Must have a minimum of five (5) years' experience as an automotive mechanic with a strong background in Ford products preferred;
- Must possess an active operator's license;

- Must possess the ability to deal effectively with Department membes, vendors, and vehicle service establishments;
- Must possess the ability to operate power equipment and mechanical tools;
- Must have a high school diploma or G.E.D.

APPLICANT BACKGROUND INVESTIGATION

- Applicants will have an extensive background investigation conducted by the Smithfield Police Department, including, but not limited to, past employment records, education background, criminal history, consumer credit history, community reputation, military service and overall character.

ORAL REVIEW BOARDS

- Applicants eligible for further processing must appear before initial and final Oral Review Boards.

MEDICAL EXAMINATION

- Applicants determined eligible for further processing must pass a medical examination and drug screening.

MISCELLANEOUS

- Upon appointment, the Part-Time Mechanic shall serve a six (6) month probation period.

SALARY AND BENEFITS

- The hourly wage for this part-time position has been set at \$19.66 per hour, approximately 15-20 hours per week, daytime/weekday hours. There are no benefits.

**THE TOWN OF SMITHFIELD
IS AN EQUAL OPPORTUNITY
EMPLOYER**