

JOB DESCRIPTION

TITLE: Mechanic

DEPARTMENT: Public Works

CLASSIFICATION: Nonexempt

STATUS: Full Time (X) Part Time ()

DATE: February 4, 2020

DESCRIPTION OF DUTIES:

The Mechanic is responsible for the operation, repair and maintenance of all model vehicles/equipment, both diesel and gasoline drive. Responsible to perform various additional duties as directed by Department Head and Foreman of the Public Works Department to include, but not limited to the following:

RESPONSIBILITIES:

- Repair, maintain and install major components of vehicles/equipment
- Perform scheduled preventive maintenance, tune-ups and lubrication of vehicles/equipment, including pumps, generators, lawn mowers, sweepers, forklifts etc.
- Responsible and liable for any set of tools issued by the Township
- Be available to perform shift work
- In making repairs; use of a variety of tools, equipment and testing devices is required
- Consult with manufacturer or other manuals or charts to identify replacement parts or ascertain dimensions and tolerances of components
- May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment
- Examine and discuss with operators the nature of malfunctions in order to diagnose the problems and make needed adjustments and repairs
- Other duties as assigned

WORK ACTIVITIES, SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to read, write, speak and understand the English language sufficiently to perform the essential functions of the position as listed above
- Experience as a Mechanic on both diesel and gasoline powered vehicles and equipment
- Knowledge of varied types of motors and equipment and their operations
- Knowledge of where and how a variety of automotive systems, components, accessories and parts of systems are installed
- Knowledge of the procedures for diagnosing the reasons for motor failure and of steps necessary to correct the condition

- Ability to determine the mechanical defects which cause engines, transmissions, hydraulic systems and other major systems and their components to fail to operate properly
- Ability to use technical manuals, specifications, diagrams, schematics and similar guides to make repairs and modifications to equipment
- Skill in using mechanic hand tools and small power tools, and a variety of test equipment
- Ability to obtain, store, record, safeguard and properly use equipment, supplies and other material
- Ability to determine when parts should be cleaned and reinstalled or removed, replaced with standard parts and the types and extent of adjustments and alignments required

EDUCATION REQUIREMENTS:

- High School Diploma or GED
- Required to possess a valid New Jersey driver's license with CDL endorsement prior to appointment and during the tenure of employment as mechanic
- Appropriate certification required for diesel, gasoline and various vehicle manufacturer, ASE Certification in brake repair, transmission repair, motor repair, Freon removal etc.

PHYSICAL DEMANDS:

- Ability to meet approved minimal physical and medical standards
- Good physical condition and health with sufficient strength and freedom from disability to permit the lifting, pushing, pulling and moving of automotive parts, engines, tires
- Ability to bend, twist, lift, reach, carry and crouch in order to accomplish tasks
- Ability to communicate with other employees in order to give direction and complete tasks
- Not less than 20/40 vision in each eye, corrected with glasses if needed
- Ability to distinguish red, yellow and green

SUPERVISION:

- Foreman
- Department Head
- Township Committee