



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

June 22, 2020

TO: All City of Englewood Employees

FROM: Human Resources 

SUBJECT: Available Position – Master Mechanic, Central Maintenance

There is a position of Master Mechanic available in the Department of Public Works Central Maintenance Division.

This is a full-time, permanent, classified position. Hours are 1:00 p.m. to 9:00 p.m., Monday through Friday. Benefits include, but are not limited to:

- Paid vacation and sick days
- Health benefits (shared cost)
- Vision, dental and long term disability coverage (all voluntary)

The starting salary is \$65,000.00 annually.

Anyone who is interested in applying for these positions should contact this office in writing during the prescribed period.

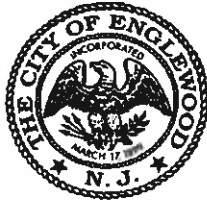
This position will remain posted for five (5) working days.

A complete job description is hereto attached.

cc: Edroy Jenkins, DPW

Post: June 22, 2020

Remove: June 29, 2020



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MASTER MECHANIC

DEFINITION

Under direction of Manager of Central Maintenance, performs varied mechanical work involved in the maintenance and repair of motor vehicles and motorized equipment; supervises other mechanics and mechanic helpers; performs related duties as required.

EXAMPLES OF WORK

- . In the garage and in the field, does mechanical work on automobiles, trucks and other motorized and mechanized equipment, including road construction and maintenance equipment.
- . Performs and supervises the work involved in the installation, maintenance and repair of motors, fuel systems, exhaust systems, hydraulic systems, cooling systems, electrical systems, suspension systems, steering systems and instruments.
- . Does welding of various types.
- . Stores, records, safeguards and properly uses equipment, materials and supplies.
- . Road tests vehicles to determine cause for malfunctions.
- . Diagnoses and isolates causes of malfunctions by performing series of tests using standard equipment and procedures.
- . Adjusts operating mechanisms.
- . Assists in snow plowing operation as needed.
- . **Must be available for emergency call-back as scheduled.**

QUALIFICATIONS

Education, Experience and Licenses

- . Must possess a valid New Jersey Commercial Driver's License (CDL)

MASTER MECHANIC
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- . 5 years experience in the installation, maintenance and repair of various types of motor vehicle and motorized equipment.

Knowledge, Skills and Abilities

- . Thorough knowledge of varied types of motors and equipment and their operation of the diagnosing of reasons for motor failure and the steps necessary to correct the condition.
- . Thorough knowledge of operating principles of internal combustion engines and accessories, powertrain and chassis components of wheel vehicles.
- . Thorough knowledge of basic driving techniques for wheel vehicles to conduct road tests.
- . Thorough knowledge of the storing, recording, safeguarding and properly using equipment, materials and supplies.
- . Thorough knowledge of precautions and procedures applicable to maintain shop and mechanical equipment.
- . Thorough knowledge of diagnostic, tune-up and repair procedures for all types of wheel vehicles.
- . Thorough knowledge of use of tools, test equipment and maintenance procedure and practices applicable to wheel vehicles.
- . Ability to learn all systems including hydraulic systems.
- . Ability to understand and apply information contained in technical manuals, technical bulletins, lubrication orders and other publications and directives applicable to vehicles.
- . Ability to prepare and maintain necessary maintenance operating forms and records.
- . Ability to supervise employees engaged in mechanical repairs.
- . Ability to read , write, speak, understand or communicate in English sufficiently to perform the duties of the position. Communication may include such forms as American Sign Language or Braille.
- . Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer hardship, such person may not be eligible.