



Englewood

Human
Resources

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

PLEASE POST

January 23, 2018

TO: All City of Englewood Employees

FROM: Daria Trumpet, Human Resources *DNT*

SUBJECT: Available Position – Mechanic I, Central Maintenance

There is a position of Mechanic I, Grade 2 available in the Department of Public Works Central Maintenance Division. (Classified Services – Teamsters Local 11)

The starting salary is \$28,530.00 annually.

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

The positions will remain posted for five (5) working days.

A complete job description is hereto attached.

cc: Edroy Jenkins, DPW
William Fulmore, Union

Post: January 23, 2018

Remove: January 30, 2018



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MECHANIC I

DEFINITION

Under direction of Master Mechanic, performs varied mechanical work involved in the maintenance and repair of motor vehicles and motorized equipment; 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 the work involved in the installation, maintenance and repair of motors, fuel systems, exhaust systems, cooling systems, electrical systems, suspension systems, steering systems, and instruments.
- . May be required to do welding.
- . Stores, records, safeguards and properly uses equipment, materials and supplies.
- . Keeps necessary records.
- . Adjusts operating mechanisms.
- . **Must be available for emergency call-back as scheduled.**

QUALIFICATIONS

Education, Experience and Licenses

- . Must have possession of a valid State of New Jersey Commercial Drivers License (CDL).
- . Must possess High School Diploma

MECHANIC I
PAGE TWO

- . 2 (two) years experience in the installation, maintenance and repair of varied types of motor vehicles and motorized equipment.
- . Must be eligible for ASE certification within one year of hire.

Knowledge, Skills and Abilities

- . Knowledge, skills, abilities of varied types of motors and equipment and their operation.
- . Considerable knowledge of operating principles of internal combustion engines and accessories, powertrain and chassis components of wheel vehicles.
- . Considerable knowledge of basic driving techniques for wheel vehicles to conduct road tests.
- . Considerable knowledge of precautions and procedures applicable to maintain shops and mechanical equipment.
- . Considerable knowledge of diagnostic tune-up and repair procedures for all types of vehicles.
- . Considerable knowledge of the use of tools, test equipment and maintenance procedures and practices applicable to vehicles.
- . Ability to analyze mechanical problems, organize assigned work, and develop effective work methods; to do mechanical work in the garage and in the field.
- . Ability to store, record, safeguard and properly use equipment, material and supplies, and to keep necessary records.
- . Ability to prepare and maintain necessary maintenance operating forms and records.