


Englewood

Human Resources

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

CAREER OPPORTUNITY

DATE: October 23, 2025
TO: All City of Englewood Employees & External Applicants (Subsequently)
FROM: Human Resources 
SUBJECT: Available Position – **Master Mechanic** (DPW) (Classified – United Brotherhood of Public Workers)

There are three (3) positions available in the Department of Public Works for Master Mechanic.

Compensation: The salary range is \$40,217.00 - \$80,863.00 annually.

Benefits: Medical & Prescription Coverage (Shared-Cost)
NJ State Pension (PERS/DCRP if eligible)
Paid Time- Off (Vacation, Sick, Personal & Holiday Leave)
Voluntary Benefits (Vision, Dental, FSA & Short Term Disability)

Schedule: Monday – Friday
7:00AM – 3:00PM
Availability for 24-hour emergency call-back is necessary

How to Apply: Please submit your resume to:
City of Englewood
Department of Human Resources
2-10 N. Van Brunt Street
Englewood, NJ 07631

Email: hr@cityofenglewood.org
Subject: Master Mechanic

A complete job description is attached.

POST: October 24, 2025
REMOVE: Will Remain Posted Until Filled

cc: R. Hoffmann, City Manager
R. Romney, Director of Public Works
UBPW President



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MASTER MECHANIC

JOB SUMMARY:

Under the direction of the Central Maintenance Supervisor, Director of Public Works or supervisory designee, performs skilled mechanical work involving the maintenance, repair and servicing of various types of motor vehicles and/or motorized construction equipment; does other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Examples of this work are for illustrative purposes. All duties performed on the job may not be listed.

- Repairs engines and components, power trains, suspension systems, and other mechanical units of such motor vehicles as automobiles, vans, and/or such construction equipment as trucks, buses, bulldozers, tractors, cranes, road graders, power shovels, or similar equipment.
- Obtains description of mechanical problems from driver of vehicle and/or test drives the vehicle or uses testing equipment such as motor analyzers, spark plug testers, or compression gauges to locate and identify the problem.
- Locates worn, dirty, or poorly adjusted parts through visual check of vehicle or through the use of testing devices such as timing lights and dwell meters or other diagnostic equipment.
- Removes, cleans, or replaces defective parts such as spark plugs, wheel cylinders, mufflers, tail pipes, or brake shoes.
- Makes settings and adjustments such as setting distributors and voltage regulators, points, gapping spark plugs, setting engine idle and timing, and adjusting brakes.
- Removes units such as engine, transmission, or differential using wrenches and hoist.
- Disassembles unit and inspect parts for wear using micrometers, calipers, and thickness gauges.
- Repairs or replaces parts such as pistons, rods, gears, valves, and bearings using mechanic's hand tools.
- Overhauls or replaces carburetors, blowers, generators, distributors, starters, and pumps.
- Rebuilds parts such as crankshafts and cylinder blocks using lathes, shapers, drill presses, and welding equipment.
- Rewires ignition system, lights, and instrument panel.
- Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator.
- Mends damaged body and fenders by hammering out or filling in dents and welding broken parts.
- Replaces and adjusts headlights and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.
- Disassembles and rebuilds components by fitting and installing needed parts such as rings, pistons, bearings, and gears.

- Aligns, meshes, and connects repaired units to related mechanisms and makes adjustments to assure proper operation of units.
- Adjusts ignition timing and valves and adjusts or replaces spark plugs and other parts to ensure efficient engine performance.
- Installs air conditioners and service components such as compressors and condensers.
- Aligns and balances wheels and repairs steering and suspension systems.
- Adjusts brakes, replaces brake linings and pads, repairs hydraulic cylinders, and makes other repairs to the brake system.
- Cleans radiators, locates and solders leaks, and installs new radiator cores in vehicles.
- Overhauls and repairs electrical systems and components.
- Replaces defective wiring and electrical units in vehicles such as starters and generators.
- Repairs and replaces gear trains, couplings, hydraulic pumps, and other components of automatic transmission systems.
- In making repairs, uses a variety of tools, equipment, and testing devices such as pneumatic wrenches to remove bolts; lathes and grinding machines to rebuild brakes and other parts; welding and flame cutting equipment to repair exhaust systems; ammeters, ohmmeters, and voltmeters to locate electrical system malfunction; motor analyzers, spark plug testers, or compression gauges to locate mechanical problems; wheel balancing equipment to balance wheels; scientific testing equipment to help adjust and locate malfunctions in fuel, ignition, and emission control systems; and common hand tools such as screwdrivers, pliers, and wrenches to work on small parts and get to hard to reach places.
- Consults manufacturer or other manuals or charts to identify replacement parts or ascertain specified dimensions and tolerances of components.
- Welds broken parts and structural members.
- May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment.
- Traces and locates defects and causes of mechanical problems to determine type and extent of repairs.
- Overhauls, rebuilds, repairs, and services diesel, gasoline, and other types of combustion engines, automatic and non-automatic transmissions, heavy duty drive line systems, hydraulic utility systems, and controls.
- Selects and makes repairs in accord with appropriate repair specifications, manuals, and procedures.
- Fits and installs parts such as pistons, valves, bearings, gears, and cylinders to appropriate tolerances and makes appropriate adjustments in accord with specifications and guidelines.
- Connects, aligns, and adjusts mechanical components to assure proper operation of the vehicle.
- Repairs cross driver or similar multisystem transmissions.
- Repairs large and powerful 12-cylinder engines with pistons which directly power multiple hydraulic and pneumatic systems and large multiple, interconnected engine systems.
- Overhauls a variety of intricate fuel injection systems.
- Overhauls and rebuilds transmissions such as those which have braking, steering, and differential systems mechanically integrated with the transmission.

**MASTER MECHANIC
DEPARTMENT OF PUBLIC WORKS
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- Drives a vehicle such as a pickup truck, tow truck and so forth to various locations to service disabled motor vehicles.
- Examines and discusses with operator the nature of the malfunctions, manipulates gears, examines battery, checks fan belt, raises and lowers attachment on equipment, and diagnoses problems and makes needed adjustments and repairs.
- May provide guidance and instruction to those assigned as mechanic helpers.
- Maintains essential records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office or related unit.

QUALIFICATIONS

Minimum:

- Must possess a valid State of New Jersey Commercial Driver's License with a clean driving record and the applicable endorsements for the class and type of vehicle they perform maintenance and subsequently test drive for road worthiness.
- Must successfully complete a routine background check, medical exam and random drug tests as required by DOT.
- Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school.
- Two (2) years of experience in the maintenance and repair of various types of motor vehicles and/or construction equipment such as bulldozers, tractors, cranes, road graders, power shovels, or similar equipment.

NOTE: Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

An Automotive Service Excellence (ASE) Certification in one of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, and A-8 Engine Performance.

- Based on the classification of the automobiles being worked on, additional training may be required.

Preferred:

- Possess a valid Powered Industrial Truck Certification.
- Possess a valid Air Condition and Refrigeration certification.
- Possess a valid Emissions Repairer Technician Certification.
- Possess an ASE Certification in Alternate Fuel
- Possess and maintain an ASE certification in suspension and Steering
- Possess and maintain an ASE Certification in Brake Repairs
- Possess and maintain ASE certifications in Engine Repair A-1 and Engine Performance A-8.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to:

- Use stomach and lower back muscles to support the body for long periods without getting tired; often in uncomfortable positions for extended periods of time.
- Use muscles to lift, push, pull, or carry heavy objects up to and occasionally more than 75lbs
- Stand or sit; remain in a stationary position for extended periods of time
- Walk or work on uneven surfaces while performing the essential functions of the job
- Climb stairs, ladders and other objects to perform the essential functions of the job
- Bend, stretch, twist, or reach out.
- Stoop, kneel, crouch or crawl while performing the essential functions of the job
- Use hands/fingers/feet to handle or feel to operate a wide variety of equipment
- Make quick, precise adjustments to machine controls.
- Be able to see clearly to operate the equipment necessary to do the job
- See objects in bright/glaring and/or low light; see clearly to perform functions of the job
- Hear sounds and recognize the difference between them and determine from which direction the sound came.
- Speak and hear well to communicate with co-workers, residents and others

WORK ENVIRONMENT

The characteristics of the work environment described here are representative of those that the employee may encounter while performing the essential functions of this job. Some examples of the typical working environment may include, but are not limited to:

- In the vicinity of sewage infrastructure
- In and around greasy parts and tools; using chemicals and cleaning solvents to maintain and repair equipment
- With and around fuel, fumes, etc.
- Indoor and outdoor environments with all noise levels, all temperatures and climatic conditions, including adverse weather conditions for extended periods of time.

The City reserves the right to interview applicants and to hire while this position is still active.

AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER