




THE AUTHORITY

Improving your Tomorrow.

JOB DESCRIPTION

JOB TITLE: MECHANIC	
Reports to: ASST. DIRECTOR/SAFETY COORDINATOR	Division: SOLID WASTE COMPLEX
Classification: CRAFT WORKER	Department: FLEET SERVICES
Exempt Category: NON-EXEMPT	Approved:  Gerard Velazquez, President/CEO
Effective Date: 2018-AUG-14	

JOB PURPOSE: Under supervision will assist with maintenance and repairs of the operating equipment, support equipment vehicles and other mechanized equipment of the Cumberland County Improvement Authority's Solid Waste Complex and other County entities.

ESSENTIAL JOB FUNCTIONS:

- Perform routine maintenance checks on vehicles and equipment as assigned
- Tire repair
- Monitoring of all fluid levels
- Install necessary components and repair equipment and vehicles as assigned.
- Assess, repair and service virtually any part of a vehicle or equipment with direction.
- Able to review, complete, and discuss work orders with supervisor.
- With direction, overall functions include but not limited to aligning, examining, overhaul, replacement, repair, rewiring, testing and preventive maintenance of complex vehicles and equipment.
- Must exhibit strong communication and interpersonal skills to get the job done.
- Create and maintain a clean, safe work environment.
- **Must be able to work weekends if needed.**

EDUCATION AND EXPERIENCE:

- High School diploma or GED required.
- Graduate of an approved technical automotive program desirable.
- Must possess computer skills for inventory tracking.
- Must be able to operate heavy equipment and willing to work hard.
- 1 to 2 years of experience preferred but not required.
- Experience in repair of heavy diesel equipment strongly recommended.
- Experience in repair of automobile, truck, and equipment strongly recommended.


NOTE: These statements are intended to describe the general nature and level of work involved for this position. It is not an exhaustive list of all responsibilities, duties and skills required for this position.



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LICENSING AND CERTIFICATION:

- Valid New Jersey Driver's license required with CDL preferred
- Ability to receive additional endorsements
- Train in and pass CNG Certification Testing as provided by the Authority

TOOLS AND EQUIPMENT USED:

- Working knowledge of all tools and equipment used in the repair and maintenance of vehicles and equipment.
- Technical manuals, schematics, and diagnostic programs
- Computer and associated programs
- Two-way radio
- Any vehicles or equipment as assigned
- Own tools suggested but not required

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have strong working of all tools and equipment used in the successful completion of assignments
- Knowledge of practical application of automotive repair principles
- Understanding of safe operating procedures in the use of chemicals, their interactions, danger signs, production techniques and disposal methods
- Ability to read and write sufficiently to have a full understanding of technical manuals, schematics, and diagnostic programs.
- Must possess computer experience with data base programs.
- Ability to repair, trouble shoot, maintain, install, select and operate equipment and vehicles at the Solid Waste Complex
- Must exhibit analytical and critical thinking skills as may be necessary in the successful completion of the job


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- Must be able to plan and coordinate work
- Must have strong interpersonal skills and be service oriented
- Must be able to communicate effectively in writing as well as orally
- Be willing to learn
- Obtain and maintain any-and-all certifications required by the Authority
- Ability to recognize when there is a problem and seek assistance

SUPERVISORY RESPONSIBILITY: N/A

ENVIRONMENTAL AND PHYSICAL DEMANDS:

This position may require all or some of the following: driving, standing, walking, sitting, talking, hearing, seeing, feeling, grasping, climbing, balancing, crouching, crawling, kneeling, reaching with hands or arms, lift-up to 50 lbs. and exposure to environmental conditions.

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