

# JOB OPPORTUNITY



**JOB TITLE:** **Mechanic I (Full-Time)**

**DEPARTMENT:** Public Works Department

**POSITION DESCRIPTION:** Under general direction of the Mechanic II, performs skilled and unskilled work in the repair and maintenance of a variety of automobiles, trucks, heavy equipment and other specialized equipment; may also perform building maintenance duties as well as any duties normally assigned to a Service Worker or Service Worker I for Washington Township.

**SALARY RANGE:** Salary pay range is \$45,550 – \$59,941, with excellent benefits.  
*(Effective with the 4/1/17 contract)*

**QUALIFICATIONS:** High school diploma or equivalent. Successful completion of a high school or vocational level mechanical program and/or experience as a journeyman automotive and heavy equipment mechanic. Class B or higher Commercial Driver's License (CDL) within one year of hire.

Must possess and maintain a valid driver license and remain insurable under the Township's vehicle insurance plan.

**TO APPLY:** Complete the application electronically at [www.washingtontwp.org/jobs](http://www.washingtontwp.org/jobs) and attach a resume, cover letter and any required certifications. A printer is not required to complete the application process.

**For first consideration, all required application materials must be received by 4:00 p.m. Friday, August 4, 2017. OPEN UNTIL FILLED**

**APPOINTMENT PROCEDURE:** Selection process will include a review of all submitted materials. The appointment procedure may include written/video tests, assessment centers, oral board, additional interviews and polygraphs. Candidate will be required to complete a criminal background check, driver's license and personal background investigation.



# MECHANIC I

**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt, Bargaining and Non-Bargaining

**Reports To:** Mechanic II

**Approved:** September 1, 2010

**Revised:** July 21, 2017

**Reviewed:** July 21, 2017

## **JOB SUMMARY**

Under general direction of Mechanic II, performs skilled and unskilled work in the repair and maintenance of a variety of automobiles, trucks, heavy equipment and other specialized equipment; may also perform building maintenance duties as well as any duties normally assigned to a Service Worker or Service Worker I for Washington Township.

## **REPRESENTATIVE LIST OF RESPONSIBILITIES**

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Performs general repair and maintenance work on all motorized vehicles and equipment used in the Township operation.
- Inspects vehicles and equipment and assists in diagnostic analysis.
- Performs welding and fabricating jobs, such as repairing frames, making trailer hitches, and making new fixtures from drawings.
- Uses tools such as those needed for the maintenance and repair of vehicles and equipment, including welding and fabrication.
- Lifts, holds and maneuvers heavy objects, such as vehicle parts and supplies, required for the maintenance and repair of vehicles and equipment.
- Visually inspects equipment to detect mechanical problems ability to distinguish between sounds/noises that can be identified.
- Detects engine and transmission sounds to diagnose mechanical problems.
- Uses standardized testing equipment.
- May order and pick up parts and other stock items, as directed.
- Assists in specification writing, as directed.
- Accurately maintains maintenance records.
- Performs general maintenance and/or building repair as assigned.
- Uses a personal computer and related software programs to create and maintain inventory records and work orders.
- Works in all weather conditions and in all terrain conditions.



## **REPRESENTATIVE LIST OF RESPONSIBILITIES** *(continued)*

- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

## **REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent.
- Successful completion of a high school or vocational level mechanical program and/or experience as a journeyman automotive and heavy equipment mechanic.
- Class B or higher Commercial Driver's License (CDL) within one (1) year of hire.
- Any combination of training or experience which provides the necessary knowledge, skills and abilities.

## **PREFERRED EDUCATION AND EXPERIENCE**

- Emergency Vehicle Technician (EVT) Master Level III.
- Class B or higher Commercial Driver's License (CDL)
- Automotive Standard of Excellence (ASE) Certifications – Technician Level or higher.
  - a. Automobile & Light Truck
  - b. Truck Equipment
  - c. Advanced Engine Performance Specialist
  - d. Electronic Diesel Engine Diagnosis Specialist
  - e. Parts Specialist
  - f. Medium-Heavy Duty Truck

## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES**

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Successful completion of a high school or vocational level mechanical program and/or experience as a journeyman automotive and heavy equipment mechanic.
- Possess of a Class B or higher Commercial Driver's License (CDL) within one year of hire.
- Ability to obtain CPR, AED and First Aid certifications, as job assignment requires.
- Knowledge of standard practices and equipment of the automotive, and truck mechanic trade.
- General knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of the principles of operation of gasoline and diesel engines and of mechanical repair on heavy trucks, construction equipment and/or fire apparatus, other automotive equipment, and other specialized equipment.
- General skills in the use and care of hand and machine tools employed in motor repair and adjustment work.
- General skills in adjusting defects in automotive, truck, and construction equipment.
- General skills in gas and electric welding; ability to adapt available tools and repair parts to specific repair problems.
- General knowledge of specialized standards for departmental apparatus.
- Strong mechanical aptitude.
- Considerable knowledge of the hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to work with peers and supervisors to enhance career development through education and training opportunities.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Strong oral communication and presentation skills. Must be able to listen attentively, organize thoughts, speak and write clearly and professionally, and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes and edits report and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.

## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES** *(continued)*

- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

## **DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES**

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Successful completion of a high school or vocational level mechanical program and/or experience as a journeyman automotive and heavy equipment mechanic.
- Maintains a Class B or higher Commercial Driver's License (CDL).
- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Demonstrated skill in the use and care of hand and machine tools employed in motor repair and adjustment work.
- Demonstrated skill in adjusting defects in automotive equipment; general skill in gas and electric welding.
- Strong ability to adapt available tools and repair parts to specific repair problems.
- Demonstrated knowledge of specialized standards for departmental apparatus.
- Demonstrated knowledge of the occupational hazards and safety precautions of the trade.
- Demonstrated ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, and abilities and knowledge required as the job changes.

## **PHYSICAL REQUIREMENTS**

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 50 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.



## **PHYSICAL REQUIREMENTS** *(continued)*

- Must have good eyesight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain.
- Ability to work in inclement weather.
- Moves about in close quarters and areas.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Steps vertically up to three feet to enter a Township owned vehicle.
- Demonstrates the ability to maintain the strength and stamina required to operate pertinent tools and equipment.
- Grips, lifts, carries, loads and unloads from all necessary Washington Township authorized equipment.
- Ability to climb to the top of an aerial ladder and back down, as required.
- Any other physical requirements as job changes.