

## JOB DESCRIPTION

### Support Services - Mechanic

**Background:** This position falls under the Authority's Support Services Department which provides support in the form of mechanical, building and grounds maintenance, vehicle maintenance and repair as well as any and all other support services as required by the Authority, including but not limited to the maintenance and operation of the Authority's entire collection systems (pumping stations, force mains, interceptors etc.). Persons holding this position are expected to demonstrate skills, abilities and work ethics that will serve to provide limited personalized instruction, guidance as well as to mentor subordinate positions within the Authority and promote the growth and advancement of other employees in those positions. Persons working in this position shall take direction from management and leaders in carrying out workloads, goals and objectives and shall act as a liaison in supervising or supporting other subordinate positions in accomplishing the Authority mission. This classification is distinguished from all other Support System classifications by the level of responsibility and the handling of complex issues that require advanced expertise.

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#### **Principal Duties and Responsibilities:**

The Mechanic is responsible for the repair and maintenance of all the Authority's machinery, control equipment and vehicles, with extremely limited supervision. Persons filling this position are assumed to be proficient in the positions, duties and responsibilities and to be developing or refining individual skill sets in anticipation of potential upward career mobility as a Leader should position vacancies develop.

The duties of the Mechanic shall include, but not be limited to, the following:

Visually inspect all equipment to determine irregularities, malfunctions, deterioration or obsolescence of same and report to the Department Head/ Leader

Repair, maintain, install and overhaul all mechanical equipment Instruct other relevant Authority staff on all aspects of the department in terms of policies, standard operating and maintenance procedures, and safety as assigned

Maintain supporting tool and equipment inventories and report needed spare parts and equipment to the Department Head/ Leader

Perform all preventative maintenance as outlined in manufacturer's O&M Manuals, CMMP's etc.

Responsible for tracking and logging work order data in CMMP

Implement and monitor safety procedures when working on equipment

Responsible for electrical repairs and connecting and disconnecting electrical equipment Responsible for all piping and other plumbing repairs as required with decreasing supervision over time in grade

Operate, Control and Maintain the Authority's Conveyance and Collection System

### **Qualifications:**

This is a position where employees are expected to be continually self-developing and gaining knowledge and skill sets from the Leader and management.

1. Minimum of five years' experience on pumps and/or related machinery and equipment, or in the alternative, minimum of four (4) years' experience with SMRSA as a Journeyman I, or equivalent experience.
2. Must be able to troubleshoot equipment malfunctions with testing equipment
3. Must have adequate knowledge of approved methods, practices, code requirements and safety standards.
4. Must be able to read blueprints
5. Must possess job-related skills such as metals cutting, pipe threading, pipefitting, pipe sweating, welding, electronic diagnosis and troubleshooting, etc.
6. Must have successfully undergone Basic Introduction to Water and Wastewater Training
7. Must be a good communicator, familiar with computerized maintenance management programs and demonstrate the ability to interact and work well with others
8. Ability to work with hand and power tools
9. Must possess a valid New Jersey Driver's license
10. Be able to drive all types and sizes of Authority vehicles and operate all types of portable equipment. The Authority reserves the right to require this position to obtain and maintain New Jersey CDL Endorsements for any and all vehicles
11. Capable of receiving and carrying out both oral and written instructions
12. Capable of providing instructions both oral and written to others
13. High School diploma preferred
14. Must possess or be able to obtain an S-1 and preferably a C-1 License
15. Must have completed the "Certified Wastewater Maintenance" program or demonstrate other equivalent experience and training.

### **Supervisory Control:**

Reports directly to the Department Head/ Leader. The Mechanic shall from time to time perform duties and assume the responsibility of the Leader as determined by the Superintendent and or Support Services Manager.

Is tasked daily with supporting the work of others in the Division and Authority