

## JOB DESCRIPTION

### Support Services Apprentice II

**Background:** This position falls under the Authority's Support Services Department which provides support in the form of mechanical, building and grounds maintenance, collection systems operation, vehicle maintenance and repair as well as any and all other support services as required by the Authority. Persons holding this position are expected to demonstrate skills, abilities and work ethics that will serve to provide 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, leaders and mechanics in establishing workloads, goals and objectives and shall act as a liaison to other subordinate positions in accomplishing the Authority mission.

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

The Apprentice is responsible for first echelon maintenance and repair tasks and the operation of the Authority's collection and conveyance system. Individuals in this position are expected to develop skills and abilities with time in grade to facilitate the overhaul, installation, maintenance and repair of the Authority's mechanical equipment with decreasing levels of supervision. Individuals in this position are expected to be refining their individual skills and abilities in anticipation of becoming Support System Journeyman as those positions become available.

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

Assist other Support System staff in carrying out duties as assigned

Perform other job-related duties as assigned

To repair, maintain, install and overhaul mechanical equipment

Implement safety procedures when working on equipment

Responsible for minor electrical repair and connection/disconnecting electrical equipment, with supervision

#### **Qualifications:**

1. Required to demonstrate general skills and/or qualifications
2. General understanding of maintaining mechanical equipment and systems
3. Experience in wastewater collections and conveyance systems
4. Ability to work with hand and power tools
5. Must possess a valid New Jersey Driver's license
6. Possess, or be able to obtain a C-1 license and preferably in pursuit of all other S and C licenses, in order
7. 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
8. Capable of receiving both oral and written instructions

#### **Supervisory Control:**

Reports to Support Services Leader, Mechanic