

JOB DESCRIPTION  
Support Services Journeyman I

**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 Journeyman is responsible for the overhaul, installation and maintenance and repair of the Authority's mechanical equipment under the supervision of the Mechanic.

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

Assist the Mechanic in carrying out duties as assigned

Perform other job-related duties as assigned by the Leader or in his/her absence, the mechanic

To repair, maintain, install and overhaul mechanical equipment

Instruct apprentices and/or workers as assigned

Implement safety procedures when working on equipment

Responsible for minor electrical repair and connection/disconnecting electrical equipment

Responsible for reporting needed spare parts and equipment to the mechanic or Leader

**Qualifications:**

1. Persons in this position must be capable of working independently as well as with other Support Services team members. They are expected to be capable of conducting all routine/regular and cyclical mechanical maintenance activities with a minimum of direct supervision.
2. Must have as a minimum an C-1, and preferably a S-1 license and be working towards an C-2 and preferably S-2 licensing
3. Must be working towards and have achieved a minimum of 60% of the Related Instruction requirements of the "Certified Wastewater Maintenance" program.
4. Ability to work with hand and power tools
5. Must possess a valid New Jersey Driver's license
6. 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
7. Capable of receiving and carrying out both oral and written instructions
8. High School diploma preferred

**Supervisory Control:**

Reports to Leader and the Mechanic