

NEW JERSEY
WATER SUPPLY AUTHORITY
Job Description
Title: Mechanic WSA

NJWSA Approval
Kelly Dowling

7-12-22

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DEFINITION

Under the direction of the Senior Mechanic WSA, Supervisor Waterway and Embankment, Facilities Manager, or other authorized employee, does various tasks involved in the installation, maintenance, and repair of varied types of motor vehicles and equipment. Will be required to perform the duties of the job on an emergent basis, outside of normal work hours as needed. Does related work as required, including the duties of a Mechanic Assistant.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK

In the garage and in the field does mechanical and electrical work on trucks, automobiles, tractors, backhoes, skid steers, wheel loaders, equipment trailers, various types of power lawn mowers and brush hogs, mobile compressors, water pumps, generators, portable and hydraulic and low pressure pumps, mowing machines, snow plows, rollers, vibrators, jack hammers, rock drills, portable concrete mixers, cranes, various types of earth moving equipment and attachments, marine equipment, including engine vessels and controls and farm and other equipment and machines. Handheld equipment such as chainsaws, weed trimmers, hedgers, and leaf blowers

Inspects and determines the nature of motor difficulties and malfunctions and takes the necessary actions to restore equipment to safe and proper operating order. Uses state of the art electronic diagnostic equipment and instruments to determine the reason for malfunctions, etc.

Performs preventive maintenance on motor vehicles and equipment, including inspecting safety items, checking for deficiencies, tune-ups, oil changes, lubrication, filter changes, spark plug and point replacement. May instruct employees on the proper daily maintenance items associated with the use of equipment.

Diagnoses computerized fuel management systems, computerized ignition systems, and computerized engine timing by using highly sophisticated electronic equipment to determine and perform needed repairs.

Repairs and adjusts electrical sensors, E.G.R. valves, and computerized electrical systems according to automotive and Federal Government Clean Air Standards.

Inspects new motor vehicles and new equipment to determine conformance with plans, specifications, and appropriate manuals. Performs adjustments on motor vehicle equipment and their assemblies to conform to maintenance manual specifications, including valves, ignition systems, brakes, and clutches.

Repairs fenders and other body parts and tightens chassis. Welds broken assemblies, subassemblies, and/or other parts, and performs simple blacksmithing tasks.

Removes, repairs, and/or replaces assemblies (engines, transmissions, axles) subassemblies (cylinder heads, oil pumps, fan belts, generators, starters, gauges) and other parts (tie rods, drag links, ball joints, brake linings, bearings) on motor vehicles and equipment.

Changes and maintains storage batteries. Changes and repairs tires and inner tubes on cars, trucks, tractors, and trailers.

Makes road calls which sometimes require temporary repairs involving techniques other than those normally used in the shop.

Obtains, stores, records, safeguards, and properly uses equipment, materials, parts, and other supplies; maintains shop and work area in a clean and organized manner. Maintains and prepares reports and records of time spent, materials, and parts used, and work completed. Prepares clear, technically sound, accurate, mechanical and other related reports containing findings, conclusions, and recommendations. Will be required to learn how to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

Uses test equipment to detect, adjust, and/or correct deficiencies on motor vehicles and equipment, including checking and adjusting headlights, caster and camber, hydrocarbon emissions, and timing and dwell. Diagnoses inoperative motor vehicles and equipment to determine the cause of malfunction and takes corrective action.

Repairs, rebuilds, and overhauls assemblies and subassemblies from motor vehicles and equipment, including engines (gasoline and diesel), transmissions (manuals and automatic), electrical components (alternators, generators, and starters) hydraulic components (pumps), and carburetors.

May be required to offer input on new capital equipment budgets.

EDUCATION AND EXPERIENCE

Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school, plus one (1) year of experience as a mechanic in the repair and installation of motors, and the maintenance and repair of motorized vehicles and equipment

NOTE: Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

NOTE: An Automotive Service Excellence (ASE) Certification in at least one (1) of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance, L-1 Advanced Engine Performance Specialist.

LICENSES AND CERTIFICATIONS

Appointees must possess a driver's license valid in New Jersey. Must possess or be capable of obtaining (within the first four months of employment) a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

Appointees are required to successfully complete factory training in computerized electronics, factory diagnostics and testing equipment, provided through the Appointing Authority by the manufacturer.

Appointees are required to possess and maintain an Automotive Service Excellence (ASE) Certification in Brake Repairs A-5, Engine Repair A-1 and Engine Performance A-8, and Electrical/Electronic A-6.

Appointees are also required to possess a valid certification as an Air Conditioning and Refrigeration Technician.

Appointees are required to maintain valid certifications, and successfully complete the re-certification processes within the timeframes mandated by statute.

KNOWLEDGE AND ABILITIES

Knowledge of automotive tools and equipment. Knowledge of the techniques utilized in the operation of computerized diagnostic equipment. Knowledge of automotive preventative maintenance techniques. Knowledge of the techniques used in the repair of motorized vehicles and equipment. Ability to read and understand maintenance and parts manuals, maintenance and wiring diagrams, schematics, and other written instructions related to the maintenance and repair of motor vehicles and equipment. Ability to prepare reports and records of time spent, materials, and parts used, and work completed. Ability to inspect inoperative motor vehicles and equipment, diagnose the cause of malfunction, and perform repairs to operationally restore the motor vehicles or equipment. Ability to use tools and test equipment properly to inspect, adjust, repair, replace, rebuild, overhaul, and/or correct assemblies, subassemblies and other parts on motor vehicles and equipment. Ability to utilize computerized test equipment to properly diagnose malfunctions. Ability to analyze maintenance and repair problems associated with motor vehicles and equipment. Ability to perform maintenance and repairs in a garage and/or the field, in conformance with the specifications contained in the applicable maintenance manuals, diagrams, and/or instructions. Ability to inspect new motor vehicles and equipment to determine conformance with the applicable plans, specifications, and maintenance manuals. Ability to service, adjust, overhaul, repair, rebuild and/or install assemblies, subassemblies, accessories, and parts related to motor vehicles and equipment. Ability to read and interpret maintenance manuals, wiring diagrams, schematics, and parts manuals. Ability to maintain essential records, reports, and files. Ability to prepare clear, technically sound, accurate, and informative automotive mechanical reports containing findings, conclusions, and recommendations. Ability to learn how to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units. Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication. Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE 16

SALARY RANGE 17: Completion and maintenance of a valid Air Conditioning and Refrigeration Technician Certification commensurate with the type of equipment serviced. Completion of factory training in computerized electronics, factory diagnostics, and testing equipment, provided through the Appointing Authority by the manufacturer; obtain Automotive Service Excellence (ASE) Certification(s) in Automotive Maintenance and Light Repair G-1, Engine Repair A-1, Engine Performance A-8, and Brake Repairs A-5; maintain valid certifications, and successfully complete the re-certification processes within the timeframes mandated by statute or as directed by Authority management.

A forty (40) hour position.