

NEW JERSEY
WATER SUPPLY AUTHORITY
JOB DESCRIPTION

NJWSA
Approval

9/18/2006
Date

Title: Senior Mechanic WSA

DEFINITION

Performs work of average difficulty requiring the frequent use of independent judgment. Is responsible for the preventive and/or corrective maintenance and repair of a wide variety of motor vehicles, equipment, and tools utilized in the water supply industry, including but not limited to: automobiles, trucks, construction and landscaping equipment, hand and powered tools, and marine equipment including small boats, engines, and controls, etc. May direct the work of other employees assigned to assist in the work of the unit. Does related work as required. Will be required to perform the duties of the job on an emergent basis, outside of normal work hours, as needed.¹

EXAMPLES OF WORK

Implements and performs preventive or corrective service/maintenance work on the following floating pontoon dredge/excavator, lattice boom crane, track driven excavator, bulldozer, motor vehicle and marine equipment systems/components, including but not limited to: engines, transmissions, and other driveline components; ignition systems; fuel delivery systems; suspension systems; cooling systems; brake & steering systems; safety interlock systems; crane cable and brake systems; etc.

Uses state of the art electronic diagnostic equipment and instruments including electronic diagnostic circuitry pre installed in vehicles by manufacturers to determine causes of malfunctions, etc. May demonstrate the use of diagnostic equipment to other equipment maintenance shop personnel.

Performs emissions inspections/service testing, maintenance and repairs on gas, diesel or other alternative fueled vehicles and powered industrial trucks (forklifts), etc. May perform service and repairs on automotive air conditioning units.

Determines: whether to repair or replace components, parts, etc.; whether to perform repairs in the field or garage; when to make arrangements for dealer service under new vehicle warranties; when replacement parts are needed and obtains or recommends their purchase; when certain repairs are to be performed in-house or sent out for work, and makes arrangements for such outside work as needed; inspects new vehicles to determine if all equipment (as ordered) is included and functional and may recommend return of vehicle to dealer if specified features were not included or functional. Takes the lead and: schedules/assigns work; maintains time sheets; maintains computerized records of maintenance performed on and parts purchased for various vehicles/equipment and uses computer to plan and schedule preventive maintenance. Recommends purchase of appropriate new and replacement software and hardware updates for computer applications in the auto shop. Makes road calls, sometimes requiring temporary repairs. Makes arrangements for and assists in the towing, trailering, or other method of transporting equipment/vehicles as needed; attends meetings in place of supervisor as required. Reviews specifications for the purchase of new/replacement vehicles and equipment. Provides input to the preparation of the assigned portion of the Authority's O & M and capital budget and is responsible for maintaining annual costs within the limits of the approved budget. Obtains, stores, keeps records of, safeguards and maintains and properly uses equipment, materials, parts, and supplies. Maintains and keeps work area neat and orderly.

Repairs body and fender parts and adjusts chassis. Does touch up painting of vehicle exteriors as needed. Observes condition of tires to determine if alignment should be checked by outside shop. Uses electronic device to balance wheels. Installs various vehicular electrical and safety accessories. Does electric, gas and MIG welding of broken parts and performs blacksmithing tasks as may be required. Performs non-automotive welding as required. Rebuilds/repairs varied kinds of small gasoline engines, equipment and tools. Uses sandblast cabinet for cleaning parts.

¹ Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job description. Conversely, not all duties performed on the job may be listed.

Performs all assignments safely by following job safe procedures, following Authority safety policies and procedures and commonly accepted safety practices, and by utilizing appropriate protective apparel and/or safety equipment.

REQUIREMENTS

Education & Experience - Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school plus two (2) years 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 additional year of experience as outlined above, or an Automotive Service Excellence (ASE) Certification in one of the following from the National Institute for Automotive Service Excellence: A-1 Engine Repair, A-6 Electrical/ Electronic Systems, A-8 Engine Performance, or Automobile Advanced Engine Performance and Diagnosis.

Licenses and Certifications – Must possess a valid motor vehicle operator's license. Must possess or be capable of obtaining (within first four months of employment) a Commercial Drivers License (CDL) with both "Air brakes" and "Combination Vehicles" endorsements, in accordance with the requirements of Federal and State laws and regulations. Appointees responsible for: 1) repair or service of motor vehicle air conditioners must obtain and maintain a valid Air Conditioning and Refrigeration Technician Certification commensurate with the type of equipment serviced; 2) emissions inspections on diesel-powered vehicles must successfully complete a course of instruction on Diesel Emission Inspection; 3) the operation of industrial trucks (powered forklifts) must obtain and maintain a current certification as a powered Industrial Truck Operator; 4) performing emissions repairs to gasoline-fueled vehicles must complete the Emissions Technician Educational Program, and maintain a current certification as an Emissions Repairer Technician; 5) performing emissions inspections to motor vehicles must possess and maintain a current certification as a Motor Vehicle Emissions Inspector; 6) repairing or servicing motor vehicles equipped for alternate fuel must successfully complete training and obtain an Alternate Fuel Certification. Appointees are required to: 1) successfully complete factory training in computerized electronics, factory diagnostics and testing equipment, provided through the Appointing Authority; 2) obtain an Automotive Service Excellence (ASE) certification in Brake Repairs, Engine Repair A-1 and Engine Performance A-8; 3) maintain valid certifications, and successfully complete the re-certification processes within the timeframes mandated by statute or as directed by Authority management.

Knowledge of: Techniques, tools and equipment used in the repair of motorized vehicles, equipment, tools, etc.; the operation of computerized diagnostic equipment; automotive preventive maintenance.

Ability to: Read and understand maintenance and parts manuals, maintenance and wiring diagrams, schematics and other written instructions; complete maintenance reports and records; inspect and diagnose inoperative motor vehicles and equipment, and perform appropriate repairs; use tools and computerized and other test equipment to inspect, adjust, repair, replace, rebuild, overhaul, and/or properly correct assemblies, subassemblies and other parts; perform maintenance and repairs in a garage or the field; inspect new motor vehicles and equipment to determine conformance with the applicable plans, specifications, and maintenance manuals; learn to utilize various types of electronic and/or manual recording and information systems used by the Authority; perform all assignments safely by following job safe procedures, by following Authority safety Policies and Procedures and commonly accepted safety practices, and by utilizing appropriate protective apparel and/or safety equipment, all as instructed; read, write, speak, understand or 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 as long as they perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE 18 :

Forty (40) hour fixed workweek position