

EQUAL EMPLOYMENT OPPORTUNITY

**BOROUGH OF BARRINGTON
DEPT. OF PUBLIC WORKS
100 REAMER DRIVE
BARRINGTON, NJ 08007**

Job Description

Title: Assistant Mechanic

Reports to: Supt. of Public Works

Job Objectives: Helps the head mechanic inspect, service, and repair Borough vehicles and equipment.

Minimum Qualifications:

- Ability to speak and read English.
- High School diploma or equivalent. Post secondary training or work experience in Municipal vehicle maintenance procedures is required.
- Meets all mandated health requirements.
- Complies with drug-free workplace rules and Borough Policies.
- Must possess the minimum of a valid Class B CDL w/air break endorsement, will be required to upgrade to a Class A CDL and will also be required to obtain a tanker endorsement within (6) months of being hired.
- Ability to comply with safety regulations and environmental laws.
- Be available for emergencies.
- Minimum 2 + years experience required.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations.

- Helps manage the Borough's ongoing vehicle maintenance program.
- Learns the operating and maintenance procedures for all Borough vehicles.
- Complies with safety regulations and environmental laws.
- Inspects, services, repairs and/or rebuilds equipment. Carries out preventive maintenance activities (e.g., changes oil, replace filters, lubricates fittings, etc.).
- Inspects and tests vehicles to ensure safety. Reports irregularities and equipment abuse to Management and Head Mechanic.
- Makes road calls when vehicles become disabled.
- Keeps the Head Mechanic and Management informed about work progress. Itemizes repairs cost as directed. Prepares and submits reports and records on time.
- Helps prepare an annual equipment inventory.

- Helps with the receipt of deliveries. Unload trucks. Inspects packages for damage. Verifies quantities. Organizes and store supplies.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Helps deal with unexpected circumstances or pressing needs as directed.
- Take precautions to ensure staff safety.
- Keeps current and shares knowledge about advances in equipment technology.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility:

Under the direction of Management and Head Mechanic plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.

- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated by Management during an 180-day probationary period and every year thereafter.

The Borough of Barrington is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Salary commensurate with experience minimum salary rate \$12.00 hr., maximum salary rate \$27.00 hr.

Submit application and/or resume to:
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