



BOROUGH OF BARRINGTON
EMPLOYMENT OPPORTUNITY
ASSISTANT MECHANIC

Reports to	Superintendent of Public Works
Hourly pay range	\$18.00–\$36.89, depending on experience and qualifications, subject to applicable Borough compensation requirements
Posting date	10/28/2026
Application deadline	11/11/2026

Position Summary

The Assistant Mechanic assists the Head Mechanic with the inspection, servicing, maintenance, and repair of Borough vehicles and equipment.

Minimum Qualifications

- Ability to speak and read English.
- High school diploma or equivalent. Post secondary training or relevant work experience in vehicle maintenance is required. Municipal vehicle maintenance experience is desirable; equivalent relevant experience may be considered.
- Ability to meet applicable health and fitness-for-duty requirements, consistent with law and Borough policy.
- Compliance with applicable drug-free workplace requirements and Borough policies.
- Possession of, at minimum, a valid Class B Commercial Driver's License (CDL) with air-brake endorsement at the time of hire. The employee must obtain a Class A CDL and tanker endorsement within six (6) months of hire.
- Ability to comply with applicable safety regulations and environmental laws.
- Availability to respond to any State or Borough declared emergencies such as snow removal operations or any other weather-related emergencies requiring employee to be on call, or any other unscheduled emergency call outs and/or any scheduled weekend events or unscheduled weekend call outs and roadside service calls as required by the Borough.
- A minimum of two (2) years of relevant experience.

Responsibilities and Essential Functions

The following duties are representative of the position's responsibilities. Other related duties may be assigned as needed.

- Assist with the Borough's ongoing vehicle and equipment maintenance program.
- Learn and follow the operating and maintenance procedures for Borough vehicles and equipment.
- Comply with applicable safety regulations and environmental laws.
- Inspect, service, repair, and/or rebuild equipment; perform preventive maintenance, including oil changes, filter replacement, and lubrication.

- Inspect and test vehicles and equipment for safe operation. Report irregularities, unsafe conditions, and suspected equipment abuse to the Head Mechanic and appropriate management personnel.
- Respond to roadside service calls involving disabled vehicles when directed.
- Keep the Head Mechanic and appropriate management personnel informed of work progress. Itemize repair costs as directed and prepare and submit reports and records accurately and on time.
- Assist with preparation of the annual equipment inventory.
- Assist with receiving deliveries; unload trucks; inspect packages for damage; verify quantities; and organize and store supplies.
- Pick up and deliver equipment, materials, and supplies as directed.
- Assist with unexpected circumstances and urgent operational needs as directed.
- Take reasonable precautions to protect the safety of coworkers and the public.
- Keep current with and share knowledge of developments in vehicle and equipment technology.
- Participate in staff meetings and professional development opportunities as directed.
- Accept responsibility for work-related decisions and conduct.
- Wear appropriate work attire and maintain a neat, professional appearance.
- Promote teamwork, maintain professional working relationships, and serve as a positive role model.
- Perform other job-related duties as assigned.

Abilities Required

- Demonstrate professionalism and contribute to a positive work environment.
- Perform assigned work efficiently with limited supervision.
- Respond productively to interruptions and changing conditions.
- Use effective verbal, written, nonverbal, and listening skills.
- Complete paperwork accurately and verify data entries.
- Maintain reliable attendance and punctuality.

Work Coordination / Supervisory Responsibility

Under the direction of the Superintendent of Public Works, Head Mechanic, and other authorized management personnel, the Assistant Mechanic may help coordinate assigned work, provide task-related instructions when directed, and support coworkers in completing delegated duties. Any formal supervisory authority must be consistent with Borough policy and the position's assigned responsibilities.

Working Conditions and Physical Requirements

The position may involve the following conditions and activities, depending on operational needs. The frequency and duration may vary:

- Balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Lifting, carrying, and moving work-related supplies and equipment.
- Operating or riding in vehicles and operating power-driven equipment.
- Traveling to meetings, work sites, and assigned locations.
- Wearing protective clothing and using required safety equipment.
- Working extended hours or under time constraints to meet operational needs and deadlines.
- Exposure to adverse weather conditions and temperature extremes.
- Potential exposure to airborne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibration, noise, and odors.
- Potential exposure to blood-borne pathogens and communicable diseases, depending on assigned duties.
- Potential interaction with disruptive or unruly individuals.

Essential functions must be performed in accordance with applicable safety requirements. Reasonable accommodation may be available as required by law.

Performance Evaluation

Performance will be evaluated by management during the 180-day probationary period and annually thereafter, subject to applicable Borough personnel policies and any controlling collective bargaining agreement.

Equal Employment Opportunity

The Borough is an equal opportunity employer and prohibits unlawful discrimination in employment in accordance with applicable federal and New Jersey law. Employment decisions are made without unlawful discrimination based on any characteristic protected by applicable law. Qualified applicants with disabilities may request reasonable accommodation during the application and hiring process.

How to Apply

Submit a completed Borough employment application and/or résumé using the contact information below. Please confirm the Borough's required submission materials and deadline before posting.

Submit to: Michael J. Ciocco, Supt. of Public Works
100 Reamer Drive
Barrington, New Jersey 08007

Email address: Mciocco@barringtonboro.com

Telephone / questions: 856-547-2486 Ext.101

Application deadline: 11/11/2026