



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org

JOB POSTING

POSTING DATE: 04/26/2024

APPLICATION DEADLINE: Until position filled

POSITION: Mechanic		DATE POSITION WILL BECOME AVAILABLE: Immediately
DEPARTMENT: Public Works		REPORTS TO: Fleet Foreman
POSITION TYPE: Regular / Full-Time		OVERTIME STATUS: Non-Exempt (Eligible for Overtime)
HOOR/WEEK: 40	SCHEDULE: Monday-Friday/Occasional overtime as needed	SALARY: \$24.46-\$30.61 per hour

PRINCIPAL DUTIES:

Performs skilled and semi-skilled maintenance and repairs on various types of motor vehicles and equipment under the direction of the Fleet Foreman & Master Mechanic. Occasionally drives and operates equipment. Performs other related work as required and/or directed. Work is performed under general supervision.

JOB REQUIREMENTS:

- In a garage and/or in the field, performs or assists in diagnostics, maintenance, preventative maintenance and repairs of gasoline and diesel motor vehicles, including special purpose vehicles and associated equipment, motorcycles, automobiles, all classes of trucks, graders, backhoes, loaders, bulldozers, tractors, power mowers, snow plows, rollers, compressors, concrete mixers, salt spreaders, anti-icing equipment, pumps, jacks, jack hammers, landscape equipment and shop equipment, small engines, tools, hydraulic systems, braking systems, and accessories.
- Diagnoses problems by using test equipment and sophisticated electronic equipment to detect, determine and correct deficiencies, perform adjustments and needed repairs. Diagnoses inoperative motor vehicles and equipment to determine the cause of malfunction and take corrective action.
- Installs, maintains and repairs snowplows and related equipment as well as lights and radios in police cars.
- Changes repairs and balances tires and inner tubes on cars, trucks, and trailers.
- Cuts and welds metal and performs body repair, touch up and related work.
- Obtains, stores, records, safeguards, and properly uses equipment, materials, parts, tools and supplies; maintains shop and work area in a clean and organized manner.
- Prepares reports and records of time spent, materials, and parts used, and work completed.
- Maintains computer records & will be required to learn to utilize computerized information systems used by department.
- Performs emergency repairs in the field.
- Required to work assigned overtime for snow & ice control operations as well as during emergency operations.
- Knowledge of automotive tools and equipment, preventative maintenance techniques & techniques used in the repair of motorized vehicles & equipment.
- Ability to read and interpret maintenance manuals, diagrams, schematics, and parts manuals.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education: Any combination of education and experience equivalent to completion of high school or vocational-technical schools with specialization in automotive shop mechanics, diesel mechanics or similar program.

Licensing &/or Certifications: Must possess a valid appropriate driver's license. Possession of NJ CDL Class B with air brake endorsement or ability to obtain within one year required.

Experience: Requires a minimum of 5 years of experience as Mechanic related to a dealer/municipality/private shop or equivalent. ASE Certification preferred.

CONTACT: Send **resume and cover letter** to employment@bernards.org. All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.