



**Title:**  
*Mechanic II*

**Level:**  
*1*

**FLSA Status:**  
*Non-exempt*

**Division:**  
*Centralized Maintenance*

**Department/Location:**  
*Facilities and Fleet Services*

**Employment Status:**  
*Regular Full Time*

**SUMMARY**

This position reports to the Fleet Services Group Leader. The Mechanic II performs scheduled and unscheduled maintenance of all company vehicles, equipment, and machinery.

**RESPONSIBILITIES**

- Perform scheduled and unscheduled maintenance and repairs of all ACUA vehicles and equipment.
- Ensure a safe working environment with compliance with all ACUA safety regulations.
- Assist Mechanic III, if necessary, with vehicle and equipment repair services.
- Analyze and troubleshoot all mechanical, electrical, pneumatic, and hydraulic systems malfunctions.
- Enters, reviews, researches data and processes work orders using the asset management system.
- Clean and wash equipment and machinery as necessary. Perform routine lube, oil, filter changes and all related vehicle maintenance problems including engine and transmission and minor body repair.
- Remove, mount, repair and replace tires as required.
- Perform machinist functions such as welding, drilling, cutting, grinding, filing and band sawing.
- Assist with maintaining and repairing all Authority owned facility machinery and equipment to run effectively.
- Perform other duties as required.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- HS diploma or GED
- Minimum of 3 years of documented related work experience
- Diesel related mechanical experience is required

**ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- Valid driver's license in good standing
- Valid commercial driver's license (CDL), Class B, with an airbrake endorsement. *Candidates that do not meet the CDL requirement may be eligible for consideration but a CDL, Class B, must be obtained within 6 months of position appointment.*
- Must have the ability to read and comprehend shop manuals (automotive, electrical, and mechanical shop)
- Must demonstrate operational ability on mechanical and electronic diagnostic equipment
- Must be able to work flexible schedule including overtime, weekends or holidays
- Ability to work during weather related and/or other emergency call-ins
- Proficient in using the asset management system

**PREFERRED QUALIFICATIONS**

- Proficiency in Microsoft Office Suite (Excel, Word, & Outlook), SharePoint, and other related applications is preferred.
- ASE certification(s) on Medium/Heavy Duty Truck Service
- CNG related mechanical experience

**PHYSICAL REQUIREMENTS**

*The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable*



# ACUA

Atlantic County Utilities Authority

*disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:*

Constantly operates all equipment and/or machinery associated with this job. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Constantly moves about to inspect the grounds, buildings, property and/or equipment. Some occasional excavation will be required. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, loud noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

### Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor's Signature:</i>	<i>Date:</i>