



**Title:**  
*Mechanic I*  
**Level:**  
*1*  
**FLSA Status:**  
*Non-exempt*

**Division:**  
*Centralized Maintenance*  
**Department/Location:**  
*Facilities and Fleet Services*  
**Employment Status:**  
*Regular Full Time*

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**SUMMARY**

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

**RESPONSIBILITIES**

- Perform scheduled and unscheduled maintenance and repair of all ACUA vehicles and equipment.
- Ensure a safe working environment with compliance with all ACUA safety regulations.
- Assist Mechanic II and III, if necessary, with vehicle and equipment repair services.
- Perform preventive maintenance services and safety checks on Authority equipment.
- Enter, review, research data and process 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.
- Remove, mount, repair and replace tires as required.
- Clean shop area, working in a neat and orderly fashion.
- Assist with maintaining and repairing all Authority owned facility machinery and equipment to run effectively.
- Verify the correct work is being done using the correct tools and parts.
- Perform other duties as required.
- 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 when requested, volunteer for events and activities that the Authority participates in or sponsors, and volunteer for community service, etc.
- 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 1 year of documented, related work experience
- Diesel related mechanical experience

**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.*
- Ability to comprehend and execute written and verbal instructions
- Ability to analyze and troubleshoot problems
- Willingness to learn how to operate mechanical and electronic diagnostic equipment
- Ability to work overtime, weekends or holidays
- Ability to work during weather related and/or other emergency call-ins

**PREFERRED QUALIFICATIONS**

- ASE certification(s) a plus

**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 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.



# ACUA

Atlantic County Utilities Authority

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>