



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



JOANNE ROSA
DIRECTOR

Job Opening: Mechanic Diesel

Department: Public Works

Division: Automotive

Exempt/Non-Exempt: Non-Exempt

Union/Management: Local 245

Full-Time/Part-Time/Seasonal: Full Time

Workweek: 40 hours per week (8 AM – 4 PM)

Salary: \$57,860-60,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City (“The City”) is currently seeking a Diesel Mechanic to join the Division of Automotive at the Department of Public Works. The ideal candidate will be responsible for but not limited to the performance of tasks, diagnosis, and repairs of heavy diesel-powered vehicles and equipment. Under general supervision, the ideal candidate is expected to exercise reasonable initiative and independent judgment in completing assigned tasks and in adhering to established rules and practices of safety.

Job Duties:

- Troubleshoots, maintains, and repairs the entire fleet of City vehicles and equipment including, but not limited to, cars, trucks, sanitation equipment, lawnmowers, electrical and hydraulic systems, and other City grounds equipment.
- Conducts a variety of testing, repair, installation, and maintenance tasks on equipment including engines, brake systems, suspension, steering, electronics, electrical systems, heating, ventilation, air conditioning (HVAC), and engine transmission.
- Utilizes vehicle computer electronics systems to interpret failure modes to initiate or assign repairs.
- Identifies and recommends the ordering of repair parts.
- Prepares and completes paperwork related to troubleshooting, maintenance, and repairs to ensure documentation of work.
- Maintains a clean, safe work area in compliance with Corporate / OSHA Standards, and performs all work in accordance with established safety procedures.
- Performs related duties as required.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Required Educational Background: Successful completion of one (1) year of training in diesel engine repair at an accredited community college or vocational school.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Required Experience: Two (2) years of experience in the installation, maintenance, and repair of diesel engines.

Special Requirements, Licenses, and Certifications: A valid New Jersey driver's license.

Preferred Education/Skills/Qualifications:

- High School Diploma;
- Four (4) years of experience as a mechanic;
- New Jersey Commercial Driver's License (Class B) or be able to obtain it within six (6) months from the date of hire.

Essential Skills:

- Knowledge of automotive vehicles, diesel motors, equipment, parts, and the standard practices of the automotive mechanic trade.
- knowledge of terminology, tools, and safety precautions associated with automotive maintenance.
- Experience operating various mechanic tools such as jacks, hydraulic lifts, air tools, and others required for minor repairs and routine maintenance.
- Ability to frequently lift and/or move up to 25 pounds, and occasionally lift up to 100 pounds.
- Ability to read, analyze, interpret, and apply documents such as safety rules, operating and maintenance instructions, and procedural manuals.
- Ability to troubleshoot, diagnose, and repair both gas and diesel equipment with accuracy and speed.
- Ability to diagnose mechanical, electrical, and hydraulic defects in equipment.
- Ability to operate a motor vehicle safely and in accordance with vehicle and traffic laws.
- Ability to establish and maintain effective working relationships.

You must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by the [NJ First Act](#).

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