



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: Auto Mechanic

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

Salary: \$48,000-\$50,000. 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 is currently seeking a skilled Auto Mechanic to join the Division of Automotive at the Department of Public Works. The ideal candidate will be responsible for but not limited to performing a variety of technical maintenances and repair tasks of automotive, special vehicles, equipment, and tools that are gasoline-powered. 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:

- 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.
- Repairs and replaces shock absorbers, transmissions, hour meters, clutches, brakes, and other parts.
- Balances wheels and checks for proper alignment and tests alternators and electrical components on vehicles and equipment.
- Performs preventive maintenance activities on vehicles, equipment, and parts regularly.
- Maintains a clean, safe work area in compliance with Corporate / OSHA Standards, and performs all work in accordance with established safety procedures

**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: One (1) year of training in automotive technology 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 to five (5) years of experience in the maintenance and repair of various types of motor vehicles and/or construction equipment such as bulldozers, tractors, cranes, road graders, power shovels, or similar equipment.

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

Essential Skills:

- Knowledge of automotive vehicles, equipment, and parts and the standard practices of the automotive mechanic trade.
- General knowledge of the methods, tools, materials, and procedures used in the maintenance and repair of automotive.
- Knowledge of hydraulics, electrical systems, computer management systems, air brakes, air-operated accessories, welding and fabricating, as well as engine and transmission.
- Ability to use a wide range of diagnostic and testing equipment including electrical, electronic, light, and pressure types to determine the cause of mechanical problems such as engine analyzers dynamometers, exhaust analyzers, vacuum and fuel pump testers, injector testers, ignition timers, tachometers, ammeters, and ohmmeters.
- Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.
- 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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