



# City of Burlington

525 High Street, Burlington, New Jersey 08016-4503  
telephone: (609) 386-0200 fax: (609) 386-0214  
www.burlingtonNJ.us

## Mechanics Helper – title code 02456@ – Full-Time

**POSTING DATES:** Until Position is Filled

**SALARY:** \$44,024 - \$68,106

**FULL-TIME IN PUBLIC WORKS DEPARTMENT:** Under direct supervision, assists and works closely with a mechanic involved in performing varied mechanical work in the maintenance and repair of motor vehicles and mechanized equipment; does other related duties as required.

**EXAMPLES OF WORK:** May assist in the overhaul, adjustment, maintenance, and repair of

varied types of motors and mechanical and motorized equipment. Helps tear down and assemble engines, transmissions, and other component parts. Performs minor preventative maintenance inspections. Oils and lubricates equipment. Performs all types of tire repair and service in the shop or field. Completes minor preventative maintenance and other minor service and inspections on all department equipment in the shop or field. Completes service forms and reports. Maintains simple records. Acts as a service station attendant and does related work in lubricating equipment, and dispensing fuel and oil and other supplies. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

### **REQUIREMENTS:**

**LICENSES:** Appointees will be required to possess a valid New Jersey driver's license.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

**KNOWLEDGE AND ABILITIES:** Knowledge of standard tools, materials, methods, practice, occupational hazards, and safety precautions involved in mechanical repair work. Ability to use and learn the use and proper care and adjustment of common tools used in the trade. Ability to understand, remember, and carry out oral and written directions and to learn quickly from instructions and from demonstrations. Ability to maintain records.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication. All employees of State and local government must reside in the State of New Jersey, unless exempted under the law.

Interested persons should complete an application and mail it to Johanna S. Conyer, Business Administrator, City of Burlington, City Hall, 525 High Street, Burlington, NJ 08016, or email it to Zoraida Pagan at [zpagan@burlingtonnj.us](mailto:zpagan@burlingtonnj.us). For a copy of the complete NJ Civil Service job specification please visit: <https://info.csc.state.nj.us/jobspec/02456@.htm>. For a copy of the application please visit: <https://www.burlingtonnj.us/human-resources>. The City of Burlington is an Equal Opportunity Employer.