



# City of Linden

Union County, New Jersey

## DIVISION of PERSONNEL SERVICES

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*Personnel Officer*

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*Labor Relations Specialist*

### Memorandum

To: All City Departments, Linden Board of Health and Linden Public Library  
From: Jessica Sheehy, Personnel Officer  
Date: September 27<sup>th</sup>, 2021  
RE: Job Posting

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Please be advised that there is 1 Full time Mechanical Helper position available in the Department of Community Services. (Job description and requirements attached). This position is full time for 40 hours per week at the hourly rate \$17.00 to \$ 29.72. Please post this in an area available to all employees. At this time, this position will also be publicly advertised and open to all Union County residents.

Anyone interested in the above-mentioned vacancy, must submit an employment application online at:

<https://linden-nj.gov/wp-content/uploads/2020/03/Employment-Application-Linden.pdf>

Due to the current COVID-19 pandemic all applications must be completed and returned via email to [jobapp@linden-nj.org](mailto:jobapp@linden-nj.org), no later than 4:30 p.m., Tuesday, May 11, 2021. In addition to electronic submission, applications can be mailed to the City Clerk's office located at 301 N. Wood Ave., Linden, NJ 07036. Applications that are mailed must be post marked by the closing date of the job announcement or they will be returned to applicant. Please be advised that all employment applications must be completed at the time of submission. Please include copies of resumes, proof of qualifications or any additional documents you wish to submit with your application.

c: Mayor Derek Armstead  
Council President Yamakaitis  
MEMBERS OF COUNCIL  
Affirmative Action Officer  
Bulletin Board

JS/nmr

## **MECHANIC HELPER**

### **DEFINITION**

Under the direction of a supervisor, mechanic or other craftsman, assists as a semi-skilled service attendant with the repair and maintenance of departmental equipment; performs various related supporting functions in plant and service work; does other related work.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK:**

Primarily as a learner, assists as directed in the overhaul, adjustment, maintenance and repair of varied types of motors and mechanical and motorized equipment.

May teardown and assemble engines, transmissions, final drives and other component parts.

Performs minor preventive maintenance inspections; oils and lubricates equipment.

Unloads and carries bricks, mortar and other building materials; assists in general masonry and plastering work, including digging foundations, constructing forms and mixing cement and plaster; breaks up old concrete walks and makes preparations for repair work.

Helps to lay and cut materials.

Assists in fitting and threading pipes; melts and pours lead for joints.

Helps cut and form sheet metal.

Assists with the work involved in making mattresses and in performing other tasks in institution upholstery shops.

Performs varied types of semi-skilled tasks in trades and crafts in hospitals, schools and other state institutions, depending on the area of assignment..

Performs service and maintenance related driving tasks as required.

Performs tire repairs and service in the shop or field.

Completes minor preventive maintenance and other minor service and inspections on department equipment in shop and field.

Completes necessary service forms and reports.

Maintains records.

Performs service station attendant tasks, lubricates equipment,

and dispenses fuel, oil and other supplies.

Operates various cleaning equipment.

Performs tasks to maintain work area in a neat and orderly manner.

Learns the use, cleaning and care of shop tools and equipment.

In the Department of Human Services, may be required to undergo fire-training classes.

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:**

### **LICENSE AND CERTIFICATION**

In accordance with the New Jersey Occupational Safety and Health Administration regulation 29 CFR 1910.178(1) (1), appointees may be required to obtain and maintain a current certification as a Powered Industrial Truck Operator issued by the New Jersey Occupational Safety and Health Administration. Appointees may be required to successfully complete refresher training.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Appointee will be required to possess a valid Commercial Driver's License (CDL) only if it is necessary to perform the essential duties of the position.

**NOTE:** Appointees in the Department of Transportation will be required to obtain a Commercial Driver's License and applicable endorsements within six (6) months of appointment. The inability of an employee to attain a CDL and necessary endorsements within six (6) months of hire shall constitute grounds for removal.

**NOTE:**The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of basic tools and their use.

Ability to learn the use, care and adjustment of the tools unique to the area of assignment.

Ability to understand, remember and carry out oral and written directions and to learn quickly from instructions and demonstrations.

Ability to learn the semi-skilled tasks specific to the area of assignment.

Ability to maintain records.

Ability to learn 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, or 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.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 08/O09 - 43731

MCK

02/18/06