



## Borough of Stone Harbor Department of Public Works

Borough Hall: 9508 Second Avenue, Stone Harbor, NJ 08247  
Department of Public Works: 8018 Third Avenue  
Phone: (609) 368-7311, Fax: (609) 368-6920

### BUILDINGS MAINTENANCE MECHANIC

#### DEFINITION

Under direction, engages in the construction, operation, maintenance, and repair of multiple facilities or other public works operations; required to operate, check, and make minor repairs to trucks and other maintenance and construction equipment; does related work as required.

*NOTE: The definition and 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.*

#### DISTINGUISHING CHARACTERISTICS

Accountable for the quantity and quality of the work done.  
Makes appraisals of work; recommends action as needed.

#### EXAMPLES OF WORK

Repairs broken and malfunctioning furniture, doors, window cords and sashes, venetian blinds, screens, locks, glass panes, and other types of equipment, and makes and installs window frames and sashes, screens, trim, doors, flooring, siding, sheathing, stairs, railing porches, cabinets and simple furniture.

Constructs and repairs building and structures, making use of any appropriate wood joints such as dovetail, miter, mortise and tenon.

Replaces damaged ceiling panels, wall coverings, or floor segments such as inlaid parquet pieces.

Builds bookcases, cabinets, tables, fan brackets, stands, screens, partitions, and other types of equipment.

Makes various types of rafter cuts; lays out and cuts stair horse stringers; erects scaffolding; constructs and installs cribbing and form for concrete; sets and operates a variety of woodworking machines including power saws and attachments, planers, jointers, sanders electric drills and routers.

Makes emergency carpentry repairs.

Performs loading and unloading.

Engages in installing, maintaining, and repairing of related facilities.

Operates, checks, and makes minor repairs to trucks.

Engages in installation, maintenance, painting and repair of Borough buildings and facilities.

Ensures that proper safety precautions are taken.

Performs special assignments.

Comfort station maintenance. This involves removing waste paper, replacing toilet paper and towels, washing sinks, urinals and toilets, routing maintenance, removal of graffiti, general cleaning and mopping floors.

Janitorial duties. This involves dusting, sweeping, picking up litter, vacuuming, general cleaning, and mopping of floors.

## REQUIREMENTS

### EXPERIENCE

Three (3) years of experience in construction, maintenance of outdoor public facilities, including, but not limited to: rough frame construction and finished carpentry.

### LICENSE

Appointees will be required to possess a valid CDL driver's license valid in New Jersey.

### OVERTIME

A reasonable amount of overtime hours may be required during the summer season and holidays.

### KNOWLEDGE AND ABILITIES

Knowledge of methods and problems involved in inspecting, repairing, constructing and maintaining buildings, furniture, ventilators, windows cords, sashes, screens, locks and other equipment.

Ability to analyze carpentry work, organize work, and develop work methods.

Ability to carry out directions and or work from blueprints or drawings.

Ability to make carpentry repairs and to do carpentry construction work.

Ability to make efficient, safe use of standard carpentry tools and equipment including planers, joiners, and band and crosscut saws, shapers, and other specialized tools and machinery.

Ability to requisition, store safeguard and use carpentry equipment materials and supplies.

Ability to take safety precautions.

Ability to prepare reports of equipment and materials used, time spent and work completed.

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.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

### PHYSICAL REQUIREMENTS

Ability to operate, push and handle equipment over an 8-hour shift.

The Maintenance Mechanic of the Public Works Department must be in good physical condition, have the ability to lift up to seventy-five (75) pounds with proper lifting techniques, and function outdoors throughout the work year.

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