

Building Maintenance Mechanic

The Rockaway Valley Regional Sewerage Authority is seeking a Building Maintenance Mechanic for the Authority's 12-mgd advanced wastewater treatment plant.

Under the supervision of the Trunkline/Maintenance Manager or designee, the Building Maintenance Mechanic is charged with performing general building maintenance including but not limited to handyman type carpentry, plumbing, routine preventative maintenance on HVAC equipment, flooring work to include installation of manufactured floor and stripping and waxing floors, sheet rock installation, spackling, tile work, and performing routine surveillance of RVRSA plant, property and buildings.

Successful candidate will have five years of experience as a handyman utilizing equipment typical to perform general construction work. Must have experience in the use and interpretation of manuals, and schematics including operations and maintenance manuals and use of common mechanic's and carpentry hand tools including power tools, circular saws, floor cleaning machines, electric drills, grinders, power saws, pneumatic tools. Must possess minimum high school diploma or equivalent and a valid New Jersey driver's license.

Hourly rate for Building Maintenance Mechanic is \$36.27; benefits include medical, dental, prescription, NJ State pension, short term disability, flexible and dependent care accounts, paid time off and holidays. Please visit rvrsa.org for the full job description and benefits overview.

Send resume or inquiry to: ckopec@rvrsa.org

RVRSA is an equal opportunity employer.

Rockaway Valley Regional Sewerage Authority

Job Title: Building Maintenance Mechanic

Reports to: Maintenance/Trunkline Manager or designee

Position is: Non-Exempt, Union

RESPONSIBILITIES AND DUTIES GENERAL

Must comply with RVRSA Personnel Policy and safety rules.

Perform general building maintenance, including but not limited to Handyman Type carpentry, plumbing (replacement of fixtures), routine preventative maintenance on HVAC equipment, flooring work (installation of manufactured floor, strip and wax floors), sheet rock installation, spackling, tile work for all RVRSA buildings on and off site

Must perform repairs and maintenance on all shifts as needed

Perform routine surveillance of RVRSA plant, property and buildings including pump stations

Assists all Divisions as needed

All other duties as assigned by Maintenance/Trunkline Manager, Plant Manager, Assistant Plant Manager or designee

Skills/Knowledge and Experience Required

Five (5) years of experience as a Handyman/General Construction utilizing equipment typical to perform work as stated above.

Must have experience in the use and interpretation of manuals, and schematics including equipment O & M manuals

Use of common mechanic's and carpentry hand tools; use all power tools, circular saws, floor cleaning machines, electric drills, grinders, power saws, pneumatic tools

Understand written and oral communications

Must have ability to speak, read and write in English

Operate all RVRSA vehicles, excluding jetter vac truck

Education

Minimum High School Diploma or equivalent

Physical Requirements

Work is physically demanding with recurring visits to all areas of the treatment plant, pump stations and trunkline. There is considerable walking, bending and climbing to get in and out of tanks, pump station wells, and all other structures in all RVRSA facilities. Job requires lifting up to 50 pounds.

New Hires

Must possess a valid New Jersey driver's license

Supervisory Controls

Reports to Maintenance/Trunkline Manager or designee

Record Keeping

Must accurately and legibly complete all routine schedule forms
Must accurately and legibly complete written reports of work completed
Must have ability to inventory spare parts and record

Essential Tasks

1. Strip and wax floors
2. Install sheet rock, molding and trim
3. Calculate amount of materials needed to perform maintenance task
4. Determine appropriate equipment and parts needed to complete projects
5. Replace faucets, shower heads, spigots
6. Demo and install tiles in bath, shower rooms and kitchens
7. Re-caulk and/or Re-grout as needed
8. Cut wood using power tools and manual saws
9. Replace ceiling tiles
10. Assist RVRSA electrician when needed
11. Perform routine preventative maintenance on HVAC equipment including changing filters, hose down grills and cleaning inlet screens and keep accurate and up to date logs of preventative maintenance completed.
12. Perform masonry work
13. Install glued down or floating manufactured flooring
14. Repair/install door parts
15. Install trim work
16. Paint, sand, caulk
17. General masonry work
18. Install lockers and cabinets
19. Snow removal (snow blowing, shoveling, etc.)
20. Must be able to work outdoors during the day or night, and during all four seasons of the year.

Problem Solving

Evaluate job to be done, organize details, and perform work to complete specific projects.
Recognize problem and make appropriate needed repairs within all RVRSA facilities

Job Description read and understood by: _____ Employee Date _____

Received by: _____ Supervisor Date _____



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Benefits Overview:

In the year of hire, will earn vacation time at the rate of one (1) day for each two (2) full months of service employment up to a maximum of six (6) days. For purposes of this section in the contract, the 'first calendar year of employment' shall be defined as January 1 through December 31 of the year in which the employee was hired. After the first calendar year of employment two weeks of vacation is earned.

Two (2) personal days are available to staff and are prorated for your first year of employment.

Will earn one (1) floating holiday upon hire.

During the probationary period (first six (6) months of hire) vacation/sick time usage is not permitted; personal time may be used.

Sick leave will be provided in accordance with the IBT union contract. Per the contract, "During the first calendar year of employment, new hires will receive a pro-rated portion of ten annual sick days based on their date of hire within the calendar year, e.g., an employee hired on July 1 will receive five sick days in the first calendar year, and an employee hired on April 1 will receive 7.5 sick days ($9/12 \times 10$), provided, however, that new hires may not utilize any sick leave until after four months of employment except as verified by a doctor's note. Employees shall receive ten (10) sick days per year effective the first January 1 of their employment and every January thereafter while employed in a bargaining unit position. Each employee may bank up to twenty (20) sick days for use in case of extended disability or illness, defined as an illness or injury of more than ten (10) consecutive workdays' duration, to be utilized after the employee's regular annual allotment of ten (10) sick days has been exhausted. Banked sick days (and only banked sick days) shall be cashed out upon retirement to the extent permissible under New Jersey law."

It is mandatory that all RVRSA employees be enrolled in the State of New Jersey Public Employee Retirement System (PERS). The current payroll deduction is 7.5% of annual salary; this rate may change per the State of New Jersey.

The RVRSA currently participates in the State of New Jersey Health and Dental Benefit Plan. Public workers are required to pay for a portion of their health care benefit costs. Eligible employees will be able to choose from a list of health insurance plans offered by the State. The dental premium is covered 100% by the RVRSA. There is also available vision discount program, Short Term Disability insurance and AFLAC insurances offered.