



CAMDEN CITY SCHOOL DISTRICT

Office of Human Resources

201 N. Front St., 6th Fl., Camden, NJ 08102, Telephone #: (856) 966-2604, Fax: (856) 966-2184

Mechanic Class E

(Pending availability of funds and State Superintendent's approval)

The State District Superintendent invites qualified and interested persons to apply for the position of **Mechanic Class E**.

Camden City Schools District (CCSD) is in a historic period of change. With the recent state intervention, Camden is uniquely poised to re-focus and transform into a student-focused district where each child is ensured the academic and personal skills to succeed in the college or career of their choice.

Currently, CCSD has 26 schools serving approximately 11,500 students, of whom nearly 95% qualify for free or reduced price lunch. The district is committed to building talented and committed staff to ensure all students are prepared to graduate Camden schools career and college ready.

JOB GOAL:

The Mechanic Class E works directly under the Foreman in charge, and has the responsibility for all Mechanic Helpers, tools equipment, and carries on all projects in a workman like manner. CCSD is looking for Mechanics with experience in the following four areas:

- **Masonry**
- **Glazier**
- **Locksmith**
- **General Maintenance Mechanic**

In your cover letter please specify which of the above areas of experience you hold.

REQUIREMENTS AND QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Demonstrate knowledge related to modern construction, carpentry, painting, electrical and plumbing practices, materials, and equipment.
- Four (4) years experience in the mechanics/maintenance craft.
- Valid New Jersey Driver's License.
- Knowledge of basic regulations governing safety relating to the mechanics/maintenance craft.
- Ability to perform tasks that require frequent heavy lifting.
- Required criminal history background check, physical and proof of U.S. citizenship or legal resident alien status.

RESPONSIBILITIES:

A CCSD Mechanic Class E is specifically responsible for:

- Expedite all work orders assigned in accordance with directions provided by the Foreman or Supervisor.
- Keep records on all projects in a manner set up by the Supervisor and maintain accounting records properly.
- Act in the capacity of a Foreman in charge when called upon by the Supervisor.
- Be available when called upon by the Supervisor or Central Administrators after the regular work day.
- To perform other duties as may be assigned.

REPORTS TO

- Foreman

SALARY

- Salary Schedule

RESIDENCY

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

HOW TO APPLY

Camden City School District is only accepting electronic applications. Please visit our [online application system](#) to submit your resume, cover letter, and references today! Incomplete applications will not be considered.

OPENING DATE: October 25, 2013

CLOSING DATE: Until filled

PHYSICAL REQUIREMENTS

The physical demands, work environment factors and mental functions below are representative but not all inclusive to perform the essential functions of this job.

1. Employee may need to:

a. Stand, walk, stoop, kneel, crouch, crawl	Regularly	Frequently	Occasionally	Not at all
b. Use hands to finger, handle or feed	Regularly	Frequently	Occasionally	Not at all
c. Reach with hands and arms	Regularly	Frequently	Occasionally	Not at all
d. Climb or balance	Regularly	Frequently	Occasionally	Not at all

2. Employee weight and force demands:

a. Up to 50 pounds	Regularly	Frequently	Occasionally	Not at all
b. Up to 100 pounds	Regularly	Frequently	Occasionally	Not at all
c. Up to 150 pounds	Regularly	Frequently	Occasionally	Not at all

3. Employee mental functions:

a. Compare, communicate, compile, compute	Regularly	Frequently	Occasionally	Not at all
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4. Employee work environment:

a. Wet or humid conditions (non-weather)	Regularly	Frequently	Occasionally	Not at all
b. Work near moving mechanical parts	Regularly	Frequently	Occasionally	Not at all
c. Work in high, precarious places	Regularly	Frequently	Occasionally	Not at all
d. Fumes or airborne particles	Regularly	Frequently	Occasionally	Not at all
e. Toxic or caustic chemicals	Regularly	Frequently	Occasionally	Not at all
f. Outdoor weather conditions	Regularly	Frequently	Occasionally	Not at all
g. Extreme cold (non-weather)	Regularly	Frequently	Occasionally	Not at all
h. Extreme heat (non-weather)	Regularly	Frequently	Occasionally	Not at all
i. Vibration	Regularly	Frequently	Occasionally	Not at all
j. Risk of electrical shock	Regularly	Frequently	Occasionally	Not at all

**THE CAMDEN CITY SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**