

CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: Mechanic

HOURS PER WEEK: Full-Time position, 40 hours per week plus overtime

WORK LOCATIONS*: Nassau County
Cemetery of the Holy Rood
Westbury, NY

Suffolk County
Holy Sepulchre Cemetery
Coram, NY

** Positions exist at both locations; however, must be flexible in working at all sites when necessary.*

DATE POSTED: 2/17/2022

Please submit inquiries and/or request an Application for Employment to: Employment@CCLongIsland.org.

Position Description

The Mechanic is responsible for performing maintenance and repairs on cemetery tools, equipment, and vehicles. The Mechanic may also assist with other field operation activities when needed, including but not limited to, building/facility repairs, upkeep of cemetery grounds, and assistance with burials. The primary goal of this position is to ensure all equipment remains operational at any given time in addition to the performance of preventive maintenance service to meet safety standards and to ensure that its field functions align with Catholic Cemeteries' mission.

Summary of Responsibilities

- Conduct equipment (including heavy/medium equipment such as backhoe, aerial lift, mowers) and vehicle (gas and diesel) preventative maintenance service and repairs;
- Diagnose, rebuild and repair tools, equipment and vehicles; experience with small engines
- Maintain records for routine maintenance of vehicles: tractors, trucks, backhoes, vans, cars
- Equipment/vehicle set up and troubleshoot problems/issues and make necessary repairs
- Assist in ongoing inspection of facilities and buildings; assist in maintenance and repair of all cemetery buildings and facilities, including various in-house plumbing, lighting, electrical repairs, etc.
- Assist in grounds maintenance and landscaping activities, including snow removal, raking, mowing
- Assist, as needed, in other cemetery activities, including burials and entombments
- Report to other cemetery locations as needed to complete equipment repairs and maintenance

Qualification Requirements

- Must provide own tools to maintain and repair all cemetery tools, equipment and vehicles
- Maintain a valid driver's license and a record of safe operation of motor vehicle; CDL Class A or willingness to obtain preferred
- A high school diploma or equivalency
- Automotive Trade School, ASE Certification preferred
- At least 3 years' maintenance experience and working with various equipment, including heavy/medium equipment, both gas and diesel (i.e. backhoe, aerial lift, mowers, vans, cars, dump and pick-up trucks)
- Demonstrated experience and ability to effectively operate various pieces of equipment, including but not limited to backhoes, dump trucks, aerial lifts, etc. Ability to operate both hand and power tools
- Hydraulics troubleshooting and repair
- 12/24 volt DC electrical system troubleshooting and repair
- Welding experience preferred

- Expected to follow written and oral instructions, policies and procedures
- Demonstrate ability to work as part of a team without direct supervision
- Ability to frequently lift, handle and carry parts/equipment up to a minimum of fifty pounds
- Comfortable working at various heights, in confined spaces, under various weather conditions (cold, heat, rain, snow, etc.)
- Technical capacity, troubleshooting repairs, ability to comprehend maintenance manuals
- Mechanic/automotive workers often required to work in tiring, awkward and uncomfortable positions
- Comfortable standing for extended periods of time; bend, stoop, crawl under vehicles, and make repairs in tight spaces