

CATHOLIC CEMETERIES OF LONG ISLAND
Serving the Catholic community across Long Island since 1856

POSITION TITLE: Mechanic

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

PRIMARY LOCATION: Cemetery of the Holy Rood / Queen of Peace Cemetery, Westbury area, Nassau County, NY

Please submit resume and request for an Application for Employment to: Employment@CCLongIsland.org.

Company and Opportunity Overview

Catholic Cemeteries of Long Island exists to serve the Church's burial mission and to provide a place of hope for our families. Career opportunities are available for a stable, rewarding work environment and a generous employee benefits package, including but not limited to health/medical, dental, paid time off, life insurance, and 403(b) retirement plan with employer matching contribution. Covid-19 safety procedures are implemented.

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 repairs and upkeep of cemetery buildings/facilities. The primary goal of this position is to perform preventive maintenance service to meet safety standards and to ensure that its field functions align with Catholic Cemeteries' mission to fulfill the traditions of the Church.

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
- Conduct welding, oil/fluid changes, belt and hose replacement, fixing flats, fluid fills
- Diagnose, rebuild and repair tools, equipment and vehicles
- 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
- A high school diploma or equivalency is welcomed
- 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
- Cemetery equipment/vehicle maintenance experience a plus; vocational or associate's program, or automotive mechanic certification 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 one-hundred 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