



## Job Description

<b>Title:</b>	Road Department Mechanic	<b>Code:</b>	510
<b>Division:</b>	Operations	<b>Job Code:</b>	510.4
<b>Department:</b>	Roads	<b>Last Revised:</b>	
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	22

### **GENERAL PURPOSE**

Performs a variety of skilled tasks related to the maintenance, repair, and rebuilding of county mechanized diesel and gas equipment. Performs mechanic duties in the county maintenance facility or in the field.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Road Supervisor.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

Provides instruction and training related to complex heavy equipment and automotive projects; performs troubleshooting and analysis of malfunctions using various technical and computerized testing and calibration equipment as needed to assure safe and efficient operation of county motor vehicles.

Performs preventative maintenance and makes repair to vehicles; maintains internal combustion engines (gas and diesel), carburetors, transmissions, differentials, air and hydraulic systems (turbo, super charger, open and closed systems), electrical, computerized control systems, fuel systems, cooling systems, heating, air conditioning, suspensions, brakes, tires, exhaust, etc.; performs emergency field repairs and service.

Installs, maintains, and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicles radios and communication equipment.

Performs general vehicle inspection; checks and maintains service schedule consistent with manufacturer specifications; fills out time sheets, work orders, and other documentation.

Performs welding, braising, soldering; maintains welding equipment to assure effective and safe use; finishes projects with appropriate layers or coats of paint; fabricates braces, supports, and parts for old

or worn out units; lay out and cuts new steel; follows established procedures to prep all stages of the process; builds and installs plows, buckets, beds, rock liners, blades, etc.

May perform minor auto body maintenance, repair, and painting.

Assists to maintain shop layout, assists with parts and general supplies and assures general shop, equipment and inventory security and control; cleans shop area, tools and equipment to maintain safe work environment.

Operates heavy equipment as needed to assist in construction and maintenance projects or as needed to transport and relocate machinery or equipment.

Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

1. Education and Experience:

- a. Graduation from high school; plus completion of one (1) year of specialized course work providing technical training in diesel and automotive maintenance and repair and computerized diagnostics;

**AND**

- b. Six (6) years of experience in major repair of a variety of gas and diesel vehicles.

**OR**

- c. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of** the design, adjustment, operations, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; the material and tools used in equipment maintenance; anti-lock braking systems; road emergency service equipment and methods; welding methods and processes; computer diagnostic processes and procedures; safety practices required by state and other laws.

**Journey level skills** in the use of mechanical tools, material, and testing equipment (manual, technical, and computerized); skill welding.

**Ability to** direct the work of others and provide on-the-job training; read and interpret complex service manuals and instructions; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department.

3. Special Qualifications:

Must be a journey level mechanic.

ASE Certification desirable but not required.

Must possess a class "A" commercial driver's license.

4. Work Environment:

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Communicating, hearing and seeing required for completion of essential functions. Common eye, hand, hinger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel in automobiles or equipment required in job performance. Some daily aspects of the job pose threats or hazards capable of producing severe physical injury.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_