

WASHINGTON COUNTY JOB DESCRIPTION

Position: Mechanic
Reports to: Road Maintenance Superintendent & Shop Foreman
Updated: March 30, 2020

Department: Secondary Roads
FLSA: Non-Exempt

PURPOSE OF POSITION

Diagnose, service, repair or replace mechanical, electrical, hydraulic, pneumatic parts and components in gasoline or diesel powered vehicles, trucks, and heavy highway construction and maintenance equipment owned by the county; maintain and repair shop buildings and related equipment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Diagnose equipment malfunctions to determine if parts or systems are worn, broken, improperly adjusted and need to be repaired or replaced; uses shop technical manuals to determine tolerances, assemblies and related standards.

Uses shop tools and equipment including drills, grinders, micrometers, reamers, realignment and grinding machines to make necessary repairs to valves, gears, inserts, pistons, pumps, generators, alternators, injectors, brakes, steering, suspension, radiators, tires, transmissions and related parts and systems.

Uses welder and cutting torch to modify equipment and fabricate parts; installs truck bodies, lights, radios, mirrors and related parts; repair and replaces jacks, pumps, cylinders, chainsaws and related power driven equipment in the Secondary Roads Department.

Service equipment including hand and mechanical tools, vehicles, and equipment operated by county staff. Equipment servicing includes, but is not limited to oil changes and lubricating chassis, equipment and accessories, replacement of hydraulic fluids or hoses or other parts of truck and construction equipment mechanical systems, replacing, changing and repairing tires, cleaning and washing of vehicles and equipment, installation of new handles on tools and other repair of hand tools and minor equipment.

Provides technical assistance to equipment operators on servicing, repairing, and preventative maintenance on their assigned equipment.

Assists in maintaining County equipment records; Assists Shop Foreman in ordering and maintaining shop supplies, parts and materials.

Maintains the shop buildings by doing necessary repair work on doors, roof, heating systems, changing light bulbs, etc.

Operates all equipment and vehicles and hauls equipment including, but not limited to automobiles, pickups, single & tandem axel dump trucks, bulldozers, end loaders, excavators, motor graders, tractors, and mowers; some of which may be equipped with snow removal equipment.

Operates and tests vehicles and equipment to ensure problems have been corrected.

Assists in the loading of trucks and other equipment with items including, but not limited to metal pipe, rock, salt, signs and tile.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Satisfactory completion of technical training in mechanical equipment repair at a recognized trade or community college and three (3) years of experience or ASE Certified Mechanic and five (5) years of experience or graduation

from high school or GED equivalency and seven (7) years of experience as a Heavy Equipment Mechanic. Possession of a valid Class A Commercial Drivers License (CDL) with an air brake and liquid tank carrier endorsements.

MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements

Work involves frequent crouching, crawling, stooping, kneeling, standing, walking, sitting, pushing, pulling, lifting and carrying objects weighing up to 50 lbs. and occasionally up to 100 lbs. Extensive use of hands, fingers, legs, arms in grasping objects and driving equipment. Climbs ladders and equipment in order to do necessary operations and repair work. Climbs into cabs of various equipment (trucks, motor graders, excavators, dozers, end loaders, tractors, mowers, etc.) Uses hoists and jacks and related mechanical equipment to lift and align heavy parts and equipment. Adequate eye, hand and foot coordination to safely perform the job functions.

Mathematical Ability

Uses basic mathematics (addition, subtraction, multiplication, and division) in making cost estimates, keeping inventory, ordering parts.

Language Ability & Interpersonal Communications

Provides technical assistance and guidance to Equipment Operators in maintenance and repair activities. Has intermittent contact with various salesmen at the main shop. Must be able to read and interpret technical information from various shop manuals, bulletins, equipment specifications and related sources. Must be computer literate to access computer and internet equipment manuals and able to use Microsoft Office. Requires the ability to exchange information and ideas by use of the English language and determine/discern such sounds by acceptable hearing. Capacity to speak the English language using sentences and write legibly on and read basic forms and documents containing numbers, letters, names, etc. Ability to apply commonsense understanding to carry out instructions or procedures in written, oral, diagrammatic or schedule form. Deal with concrete variables in situations where limited standardization exists. Ability to visually observe and detect dangerous obstacles, other vehicles and pedestrians while working. Must be able to work well with others as well as able to work by themselves, both for extended periods of time.

Environmental Adaptability

Ability to work outside and subject to temperature and climatic extremes at various times of year. Many operations, including emergency operations, occur during adverse weather and the employee must be able to tolerate and work in less than desirable conditions. Work is performed in an environment with regular exposure to a number of undesirable conditions: including hot and humid summer days, cold and snowy days with severe wind chill factors, noise, dust, fumes, moving parts, electrical shock, burns and toxic agents. Field repair work is also subject to a variety of potentially dangerous conditions during the construction season, snow and ice removal during the winter, working around moving traffic, cranes and construction equipment.

THE ABOVE DUTIES AND JOB FUNCTIONS ARE NORMAL FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL INCLUSIVE. OTHER DUTIES AND JOB FUNCTIONS MAY BE REQUIRED AND ASSIGNED.

Employee Signature

Date

Department Head Signature

Date

Washington County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.