



Date Revised: April, 2022

MECHANIC (ME-3)

Exempt: No
Department: Road Department
Reports To: Shop Supervisor
Location: County Road Facilities and Roads

SUMMARY:

Under the supervision of the Supervisor - Shop, the Senior Mechanic is required to perform mechanic work on diesel heavy equipment and gasoline vehicles both in the shop and on the road. The incumbent services all Road Department and selected county vehicles providing basic repair service ensuring that all county vehicles are maintained for the safe and continued use of county personnel. The incumbent has responsibility for approximately \$10,000 worth of tools and equipment, several thousand dollars in parts and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform general mechanic work on diesel heavy equipment to include engine repair, hydraulic repair, and all other aspects of the machinery.
2. Maintain tools and perform routine service on assigned service truck, equipment and tools properly for the continuity of operations.
3. Perform daily inspection on at one truck daily and perform routine maintenance on diesel and gasoline trucks and maintain reports on trucks inspected.
4. Perform some body work on heavy equipment such as fixing dents, welding, and painting.
5. Acknowledge machinery breakdowns by telephone; two-way radio, or in person. Maintain accurate log of problems.
6. Make quick decision in emergency situations where machinery has broken down, wrecked, or otherwise created a dangerous situation.



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7. Prepare work orders for various equipment and machinery. List parts and labor time on each job requiring shop work.
8. Ensure that all purchase orders are accurately completed and parts and supplies are obtained at minimum cost to the County, while not sacrificing quality.
9. Assist with emergency situations and repairs in a safe and efficient manner.
10. Weld all metal, different rods using arc and gas burning equipment.
11. Weld and repair county equipment both in the shop and on the road. Braise hydraulic lines on the road efficiently in order to minimize down time.
12. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
13. Regular attendance is required.
14. Employee may be required to work during inclement weather and emergency situations.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); Eight (8) years previous experience in construction operation, maintenance of heavy machinery, and light mechanic work.

OTHER SKILLS and ABILITIES:

The incumbent must possess good communication skills, as there is contact with other individuals within the County and limited contact with vendors. The incumbent is required to use a calculator, basic computer applications and two-way radio. Use of a computer on average is 5 to 7 hours per day.



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads and perform manual labor. Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

The noise level in the work environment for all employees is usually moderate.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: *Patty Burchett*

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____