

(Revised 6/16/25)

POSITION DESCRIPTION

JOB TITLE: Master Mechanic

General Purpose: Required to adapt to a variety of assignments both on and off site. Required to repair and maintain the safe operation of all equipment used by the county engineer and highway department. The master mechanic is required to be proficient in all repair work of heavy equipment, road machinery, automobiles and trucks. The master mechanic must be available for call-outs and available to work overtime.

Supervision Received: Works under the supervision of the shop supervisor.

Supervision Exercised: Supervises mechanics and/or shop personnel assigned. In the temporary absence of the shop supervisor, the master mechanic automatically assumes that position with the same duties and responsibilities.

Essential Duties and Responsibilities:

- Responsible for the efficient and safe repair and operation of all equipment worked on and/or assigned;
- Must be able to work independent of direct supervision to complete assigned tasks;
- Required in absence of shop supervisor to complete all paperwork, timekeeping, book work of shop operations; schedule and assign work to shop personnel.

Desired Minimum Qualifications:

- High school diploma or equivalent;
- Specialized work qualifications in auto, truck, and heavy equipment repairs;
- Must possess a current valid Ohio drivers' license, commercial drivers' license with air brakes, Unrestricted Class "A" combination vehicle with endorsement "N" tank vehicle;
- Must be able to follow oral and written instructions and work well with others.

Necessary Knowledge, Skills and Abilities:

- Knowledge of safety practices and procedures relevant to working with and around motor vehicles and heavy equipment;

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- Ability to write neatly and legibly and keep records;
- Ability to read, understand and use mechanical plans;
- Knowledge of all equipment used by the county engineer and highway department and limitations of same;
- Knowledge of all mechanics and shop personnel, their capabilities and limitations.

Tools and Equipment Used: All tools and equipment, power and manual, which are necessary for normal use in the mechanical field. Must be able to move and/or drive any motor vehicles and/or equipment necessary for use in the highway department. All mechanics shall provide their own tools including basic tools (pliers, screwdrivers, hammers, etc.), set of wrenches from 5/16" thru 1 1/4" size and metric 7mm thru 18mm size; a ratchet and socket set 3/8" thru 1 1/4" size and metric 7mm thru 18mm size. A Mechanic shall have all tools necessary to maintain all equipment, American Standard and metric equivalent.

Physical Demands: The work of this position involves significant exposure to fumes, oil, grease, dust and occasional exposure to extremes in outdoor temperatures and weather conditions. Exposure to unfavorable health and safety factors in working conditions are occasionally present including such things as loud noise, mechanical hazards, and moving objects. The position requires physical exertion necessitating full and unrestrictive body movements and use of all limbs and major muscle groups. Employees in this position are required, for frequent and/or prolonged periods, to bend, stoop, squat, climb, reach, crouch, kneel, push, pull, lift and grasp. Normal vision and hearing acuity is required for safety and work-related reasons due to the fact that the incumbent must manipulate tools and objects, exercise hand-eye coordination, work in close proximity to heavy motorized equipment and various power tools.

Work Environment: While performing the duties of this job, the work environment will include an office as well as work in a garage environment where exposed to (including but not limited to) noise, dirt, grease, acid, vibrations, mechanical hazards, burns, dust and chemicals; other unfavorable health and safety factors are frequently present; sometimes will be required to work outside and may be exposed to extremes in temperature and weather conditions.

Note:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of "specific statements" of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.