

POSITION DESCRIPTION

JOB TITLE: Mechanic

General Purpose: This work classification requires technical skills and the ability to perform and adapt to a variety of assignments. A Mechanic must be proficient in various types of skilled repair and preventative maintenance on a wide variety of equipment. The Mechanic is required to have knowledge and abilities in the repair of heavy equipment, road machinery, automobiles, and trucks. The Mechanic must be available for call-outs and available to work overtime.

Supervision Received: The Mechanic receives assignments mainly from the shop supervisor.

Supervision Exercised: In the absence of the shop supervisor, the Mechanic takes directions from the master mechanic. The Mechanic may also be assigned such duties as scheduling and coordination of work, as well as being required to work on equipment himself, at the same time.

Essential Duties and Responsibilities:

- Responsible for maintenance and repair of all shop tools and equipment assigned for use; must maintain work area;
- Must be proficient in the repair and safe operation of all motor vehicles and equipment worked on, including but not limited to: engine overhaul/replacement, transmission repair, clutch installation, body work, painting, welding, and brake overhaul/replacement;
- Regular duties include, but are not limited to: lubricating, changing oil, and performing other routine maintenance which includes checking/replacing batteries, repairing or replacing tires, fan belts, and hoses; servicing equipment which includes tune-ups, brake adjustments, alternator or water pump replacements;
- Responsible for performance of related duties such as road service calls with safe, proficient operation of the wrecker.

Desired Minimum Qualifications:

- High school diploma or equivalent;
- Specialized background in mechanics and all phases of machinery repair with educational and/or equivalent of work experience and training;

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- Must have a current valid Ohio drivers' license with commercial drivers' license including air brakes, Class "A" combination vehicle with endorsement "N" tank vehicle or obtain within six months of the hire date.
- Excellent past employment references.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the occupational hazards and safety precautions in equipment repair work; knowledge of all motor vehicles and equipment used by county engineer and highway departments and limitations of same;
- Ability to write neatly and legibly; keep records and proficiently use mechanical, electrical and hydraulic plans;
- Knowledge of general safety rules and regulations and state laws regarding motor vehicle operations;
- Ability to get along well with others and carry out oral and/or written instructions.

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.

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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 adverse 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.