

# Logan County

## Job Description



<b>Title:</b>	Mechanic I	<b>Code:</b>	
<b>Division:</b>	Operations	<b>Effective Date:</b>	6/07
<b>Department:</b>	Road & Bridge	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs skilled **journey level** 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 close to general supervision of the Shop Foreman.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

- Performs as a journey mechanic.
- Provides instruction and training related to complex heavy equipment and automotive projects.
- Performs trouble shooting 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 preventive maintenance and makes repairs 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 vehicle radios and communication equipment.
- Performs certified state safety and emission inspections.
- Performs general vehicle inspection; checks and maintains service schedules consistent with manufacturer specifications.
- Fills out time sheets, work orders and other documentation.
- Performs welding, braising, soldering; uses MIG, stick and -acetylene welders; 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.
- Operates metal press as needed to bend and shape metals, creating braces angle irons and other metal parts.
- Operates milling machine as needed to machine parts no longer available from manufacturers.
- Designs and fabricates hydraulic drive systems for specialized equipment such as drum turners, sanders, salt spreaders and oil distributors; inspects and repairs the same.
- 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.
- Attends various schools and training programs as needed to develop journey level skills in equipment maintenance.

- 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. Four (4) 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:

**Working 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; computer diagnostic processes and procedures; safety practices required by state and other laws.

**Apprentice Level Skills** in the use of mechanical tools, material, and testing equipment (manual, technical and computerized); skill in 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:

ASE Certification desirable but not required.  
Must possess a class "A" commercial driver's license.  
May be required to become a certified DOT inspector.  
May be required to become a certified flagger.

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, finger, leg and foot dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel in automobile 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.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)