



Grand County

Job Description

Title:	Mechanic I	Job Code:	2417
Division:	Fleet	Effective Date:	09/2017
Department:	Road	Last Revised:	

GENERAL PURPOSE

Performs a variety of **working level, skilled duties** related to the maintenance, service, repair, and rebuilding of light or heavy duty mechanized vehicles, engines and equipment.

SUPERVISION RECEIVED

Works under general supervision of the Shop Foreman/Fleet Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Maintenance Operations: Performs some major and minor repairs on light and heavy equipment, light and heavy trucks, automobiles in the county fleet, auxiliary equipment such as generators, and all facilities of the county including buildings, fences or any other needed mechanical devices; services and replaces parts, assists in the repair and painting of body parts.

Performs automotive, heavy equipment and mechanical trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment (diagnostic computers, scanners, scopes, battery testers, pneumatic equipment, brake lathe, etc.) as needed to assure safe and efficient operation of county motor vehicles.

Inspects malfunctioning vehicles and equipment, determines source of problem and makes necessary repairs and adjustments to light and heavy trucks, automobiles, and various light and heavy equipment such as tractor, graders, loaders, backhoes, Sheriff cars, bobtail trucks, chip spreaders, tire rollers, etc.

Performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), carburetors, fuel injectors, transmissions, differentials, air and hydraulic systems (turbo, super charger systems), electrical, computerized control systems, fuel systems, cooling systems, suspensions, brakes, tires, exhaust, etc.; may perform emergency field repairs and service.

Assists in repairing and/or replacing gas and diesel engines, transmissions (manual and automatic), differentials, carburetors, fuel injectors, brakes clutches, air, fuel and hydraulic pumps, air and hydraulic systems, etc.

Installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle radios and communication equipment; may order and install law enforcement packages on police vehicles.

Performs certified state safety inspections or equivalent; performs general vehicle inspection; checks and maintains service schedules consistent with manufacturer specifications; fills work orders and other documentation; orders replacement parts, fuels and lubricates equipment as needed; changes and repairs tires; completes vehicle repair orders and maintenance records as required.

Services and replaces equipment parts such as radiators, generators, alternators, starters, steering, suspension, distributors, brakes and clutches as required; performs repair or replacement of damaged body parts and frames; may perform automotive spray painting as needed.

Assists as a road crew member in various road projects as needed; may operate equipment such as loader, snow plow, sander, backhoe and related equipment during seasonal increases in work requirements; performs emergency road service.

Performs related duties as required, including working on call and overtime as needed.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from high school; plus, two (2) years of specialized technical or vocational training related to above duties;
AND
 - B. Two (2) years of skilled mechanic experience in maintenance and repair of gasoline and diesel engines;
OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Abilities, and Skills:

Working knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; materials and tools used in equipment maintenance; the safety practices required by state and other laws; installation and repair of automotive air conditioning systems; welding methods and procedures; servicing and repair of air brakes and air systems; electrical systems and equipment; gas and arc welding, fuel systems and computerized control system; OSHA regulations and safety standards related to shop and vehicle standards.

Skills in the use of mechanical tools, material, and testing equipment (manual, technical and computerized).

Ability to read and interpret maintenance manuals, parts books, and mechanical drawings; diagnose complex and non-routine mechanical and electrical defects or problems and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of all departments.

3. Special Qualifications:

- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.
- Must possess or be able to acquire a valid Utah Class "A" Commercial Driver's License (CDL) with an "N" endorsement within 12 months of hire date.
- Must possess a DOT medical card.
- Must be able to pass ICC physical and maintain medical certificate.
- Must be flagger certified or be able to attain certification when required.
- Must possess and maintain a Utah Safety Inspection Certification.
- Must provide adequate automotive, truck and heavy equipment repair tools for grade position as a condition of employment.
- AC Certification required within 12 months of hire date.
- Subject to on call/call out status including weekends and holidays.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. May be stressful, busy and fast paced, with extensive public contact. Work is performed in a partially environmentally controlled building. Work is performed in a noisy environment. Work exposes incumbent to conditions such as fumes, noxious odors, dust, mists, gases. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbents to hazardous chemicals. Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires the use of protective devices such as mask, goggles and gloves. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Frequent local travel in automobile or equipment required in job performance. Work schedule includes the 4-day week, 10-hour day.

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)