

COLBERT COUNTY

JOB DESCRIPTION

Title: Mechanic I

Department: Road

Job Description Prepared: December 2004

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Shop Foreman

Subordinate Staff: None

Other Internal Contacts: Highway Maintenance Technicians; Crew Chiefs

External Contacts: Dealerships; Parts Suppliers

Job Summary

Under the direction of the shop supervisor, the employee is responsible for the service, repair, and maintenance of all vehicles and small equipment owned and used by the county. Work on county vehicles is done primarily in the shop but may also be done on work sites. Troubleshoots, repairs and/or replaces electrical components, engines, drivetrains and performs scheduled maintenance and other general repairs. Maintains related repair and fuel usage records, maintains inventory of parts and supplies and ensures shop area is clean and straightened.

Job Domains

A. Vehicle and Small Equipment Repairs

- Replaces alternators and starters on equipment
- Replaces and repairs transmissions
- Replaces and repairs back ends
- Replaces hydraulic pumps
- Replaces hydraulic lines
- Replaces front ends
- Replaces and repairs electrical systems
- Replaces belts and water hoses
- May change out blades and tires

B. Vehicle Repairs

- Repairs electrical equipment
- Repairs and replaces engines
- Repairs and replaces back ends, front ends and drivetrains
- Repairs and replaces grates
- Replaces belts and hoses
- Performs tune-ups
- Replaces fuel pumps
- Replaces gas tanks
- Repairs engines
- Replaces water pumps and alternators

C. Records and Reports

- Notifies supervisor of equipment and supplies needed
- Records vehicle and equipment mileage readings
- Schedules routine maintenance for department vehicles and equipment
- Orders supplies & ensures sufficient inventory of basic parts, oil and lubricants
- Ensures shop is cleaned and county tools accounted for and put away
- Advises on needs for equipment or vehicle replacement

D. Scheduled Maintenance and Welding

- Changes oil, oil filters and air filters
- Lubricates vehicles and equipment with grease gun

Knowledge, Skills and Abilities

(*can be acquired on job)

- Knowledge of operating principles of gasoline engines, transmissions, differentials and axle assembly
- Basic math skills
- *Knowledge of departmental regulations, policies and procedures
- Knowledge of truck, automobile mechanics to include brakes, hydraulic systems, engines, fuel systems, electrical systems and tires
- Knowledge of safety procedures
- Ability to communicate effectively with supervisors and other county employees
- Reading skills to read manuals, parts books, invoices and directions
- Ability to use various equipment and tools to make repairs
- Mobility to bend, crouch and stretch to perform repair and maintenance work and ability to handle heavy parts
- Ability to operate a motor vehicle, tract and other equipment
- Ability to analyze and diagnose problems in automotive equipment
- Ability to load and unload pieces of heavy equipment
- *Knowledge of county road system
- Ability to operate testing equipment

Other Characteristics

- Possess a high school diploma with specialized courses in gasoline engine repair and drive line repairs. At least three to five years previous experience repairing vehicles preferred; however, any combination of education or experience which provides the necessary qualifications listed above will be considered
- Ability to work nonstandard hours and more than forty hours per week
- Possess a valid drivers license
- Possess tools required for normal maintenance and repair of vehicles and small equipment

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress with require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas.

Approvals

Name

Title

Date

Name

Title

Date