

Job Description: MECHANIC

Class No.
Position No. 620-5340
Grade/Step: 8/3

Department: Road and Bridge
EEOC Category: Skilled Craft
FLSA: Non-Exempt

SUMMARY OF POSITION

This position performs repairs and preventive maintenance on road and bridge department vehicles and heavy equipment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Mechanic
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other department employees and may have contact with parts suppliers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs tune-ups, oil changes, battery checks, tire and lubrication checks and other preventive maintenance on automotive and mechanical equipment, including trucks, tractors automobiles, maintainers, front-end loaders, chain saws, etc.

Inspects diesel and gasoline powered vehicles in need of repair and determines problems and necessary solutions.

Tears down and rebuilds engines.

Performs needed repair work on automotive and mechanical equipment using hoists, hand tools, gauges, drills, grinding wheels, testing devices and such other tools and equipment as may be necessary.

Inspects equipment for road safety; and

Performs minor repairs on stalled vehicles in the field.

May perform some welding, braising and soldering chores; and

Performs such other related duties as may be assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 50 pounds. Work is primarily conducted outdoors. The noise level in the work environment is usually moderate.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of mechanical operations of a wide variety of vehicles and heavy equipment with both gasoline and diesel engines, including trucks, maintainers, motor graders, rollers and other construction equipment; and safety standards and procedures necessary to prevent hazards and accidents when working on vehicles and heavy equipment.

Shill/Ability to: work with a variety of power and hand tools used to repair and maintain automotive and mechanical equipment, applying safety standards to prevent hazards; analyze mechanical problems and make judgments as to the type of repair needed; establish and maintain effective working relationships with co-workers; maintaining Texas driver's license applicable to job responsibilities and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, or sufficient education to read and write, plus at least three years of experience as a mechanic in all phases of diesel and gasoline engine repair.

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

A Class B CDL Driver's License maybe required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee’s Personnel File.