

## CLINTON COUNTY JOB DESCRIPTION

**Position Title: Mechanic**

**Working Title: Same**

**Department: Secondary Roads**

### **Job Summary**

Perform skilled work in the general maintenance, repair, modification and inspection of equipment in the Secondary Roads department and other county vehicles as directed under the general supervision and direction of the Shop Foreman. Identify and diagnose equipment malfunctions to determine appropriate repairs and complete repairs and maintenance as necessary.

### **Relationships**

Reports to: Shop Foreman

Supervises: N/A

Works with: Secondary Roads staff, other County employees.

### **Physical/Environmental Conditions**

Performance of duties may result in exposure to varied weather conditions. Incumbent wears protective clothing and equipment due to routine exposure to chemicals, engine exhaust and excessive noise. Duties are routinely performed under/around heavy equipment.

### **Major Duties/Performance Measures**

1. Interpret verbal descriptions of equipment malfunctions to accurately identify, diagnose and repair equipment utilizing knowledge of mechanical and electrical systems.
2. Perform preventive maintenance and make periodic inspections of Secondary Roads equipment to ensure appropriate maintenance and repair. Maintain accurate maintenance and repair records to document repairs and preventative maintenance in an organized manner.
3. Operate diagnostic equipment; machinery and repair tools in a safe and effective manner.
4. Fabricate, modify or mount equipment/attachments as necessary to meet operational needs.
5. Maintain clean and safe work environment by performing daily cleaning of equipment, tools and work areas.
6. Operate yard loader when unloading/loading material, equipment and supplies as required.

7. Order, receive or pick-up parts as requested by Shop Foreman or Parts and Inventory person.
8. Operate truck or end-loader to assist in the removal of snow and ice from access drive and yard as necessary or assigned.
9. May be assigned to act as Shop Supervisor in his or her absence.
10. Perform other job-related duties as necessary or assigned.

### **Background Requisites**

Education: High School diploma or GED required. Associates degree in Diesel Mechanics and technology preferred. Two (2) years of formal training in heavy equipment repair or two (2) years of experience performing heavy equipment repair required.

Work Experience: Two (2) years of experience performing heavy equipment repair desired.

Certifications: Welding certification preferred but not required

Essential Skills:

1. Ability to obtain and maintain a valid Commercial Driver's License and possess a satisfactory driving record.
2. Possess advanced mechanical knowledge and the ability to utilize that knowledge in the maintenance and repair of automotive and heavy construction equipment.
3. Ability to operate tools and equipment including, but not limited to: basic personal computer equipment, electrical diagnostic equipment, jacks, air tools, grinders, welding equipment, overhead cranes, band saw and hand tools.
4. Ability to read and interpret mechanical blueprints and electrical system diagrams.
5. Ability to identify, trouble-shoot and develop practical solutions for equipment malfunctions.
6. Ability to utilize effective verbal, written, and listening communication skills.
7. Ability to establish effective working relationships with foremen, co-workers and all levels of county staff and general public.

### **Physical Ability Requirements**

Incumbent frequently stands for long periods. Job duties require frequent bending, turning and reaching. Job duties occasionally require lifting, lowering objects weighing up to 50 pounds and pushing, pulling or carrying them up to 10 feet. Incumbent may be required to climb a ladder to a height of 10 feet.