

Clinton County, Iowa  
Job Description

Job Title: Mechanic	Reports to: Shop Foreman
Department: Clinton County Secondary Road Dept.	Pay Band: B24
Revision Date: June 2026	FLSA: Non Exempt

**SUMMARY:** Serves as a Mechanic to the Shop Foreman, and office staff as needed. 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. The Mechanic will lead by example the behaviors and work ethic becoming of Clinton County.

**Essential Job Duties and Responsibilities:**

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Maintains a positive working relationship with Secondary Roads staff, other agencies and departments and the general public.
- Provides customer service that is courteous and responsive to both public and other agencies and departments by email, phone, or in person.
- Must maintain confidentiality.
- Ability to complete work by deadlines, which can change at the last minute and maintain professionalism.
- Must have proficient organizational skills and able to prioritize.
- Performs other duties as assigned to assist other staff members within the office.
- Ability to file paperwork appropriately.
- Interpret verbal descriptions of equipment malfunctions to accurately identify, diagnose and repair equipment utilizing knowledge of mechanical and electrical systems.
- 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.
- Operate diagnostic equipment; machinery and repair tools in a safe and effective manner.
- Fabricate, modify or mount equipment/attachments as necessary to meet operational needs.
- Maintain clean and safe work environment by performing daily cleaning of equipment, tools and work areas.

## Job Description: Mechanic

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- Operate yard loader when unloading/loading material, equipment and supplies as required.
- Order, receive or pick-up parts as requested by Shop Foreman.
- Operate truck or end-loader to assist in the removal of snow and ice from access drive and yard as necessary or assigned.
- May be assigned to act as Shop Supervisor in their absence.
- Perform other job-related duties as necessary or assigned.

### **Minimum Qualifications Requirements - (Education and Experience):**

Education: High School diploma or GED required. Two (2) years of formal training in heavy equipment repair OR equivalent number of years of experience performing heavy equipment repair required.

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

### **Minimum Qualifications - (Knowledge, Skills and Abilities):**

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of the shop.
- Ability to effectively utilize all office equipment and smart phone for communication.
- Ability to establish and maintain effective working relationship with co-workers, other agencies and departments as well as general public.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Comprehensive knowledge of standard shop practices, procedures, equipment, related hardware and software.
- Ability to learn and efficiently use specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy and maintain confidentiality.
- Ability to uphold a positive image of the Secondary Roads Department.
- Ability to maintain a valid Commercial Driver's License and possess a satisfactory driving record. (Verified)
- Possess advanced mechanical knowledge and the ability to utilize that knowledge in the maintenance and repair of automotive and heavy construction equipment.
- 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.
- Ability to read and interpret mechanical blueprints and electrical system diagrams.

## Job Description: Mechanic

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- Ability to identify, trouble-shoot and develop practical solutions for equipment malfunctions.
- Ability to utilize effective verbal, written, and listening communication skills.
- Ability to establish effective working relationships with foremen, co-workers and all levels of county staff and general public.
- Possess valid driver's license.

### Language Skills:

- Have excellent communication skill, both oral and written.
- Ability to establish and maintain effective working relationships with employees, public officials, and the general public.

### Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Work Environment:**

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.

### **Physical Demands:**

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.

## Job Description: Mechanic

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- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

**Certificates, Licenses, Registrations:**

None

**Supplemental Information:**

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_