

JOB TITLE: Mechanic

DEPARTMENT: Public Works, Jasper County

JOB SUMMARY: This position is responsible for repairing and maintaining a variety of vehicles and equipment.

MAJOR DUTIES:

- o Performs a variety of engine diagnostic and troubleshooting procedures.
- o Performs engine,exhaust,electrical, transmission, and brake repairs on a variety of vehicles and equipment.
- o Conducts scheduled preventive maintenance functions, including checking the condition and operation of batteries, tires, lights, transmissions, exhaust systems, and brakes.
- o Performs preventive maintenance by checking antifreeze, belts, batteries, brakes, lights, hydraulic systems, tires and safety equipment on a variety of gasoline- and diesel powered equipment, including bulldozers, motor graders, backhoes, tractors, dump trucks, and mowing tractors.
- o Performs corrective maintenance procedures on heavy equipment, including hydraulic, Electrical, and various degrees of engine repair.
- o Performs vehicle and equipment maintenance procedures such as tune-ups, oil and filter changes, and heating and air conditioning repair.
- o Performs emergency repairs on vehicles as necessary; may troubleshoot equipment failures at job sites.
- o Performs preventive maintenance procedures for equipment such as lawn mowers, weed eaters, blowers, tillers ,chainsaws, and tractors.
- o Performs small engine repairs.
- o Orders parts as needed.
- o Maintains the shop and assigned tools; performs housekeeping duties.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of the methods, materials, tools, and techniques used in the repair of vehicles and equipment.
- o Knowledge of troubleshooting procedures.
- o Knowledge of preventive and corrective maintenance procedures.
- o Knowledge of the operating principles and mechanical repair of gasoline and diesel engines.
- o Skill in diagnosing defects in automotive and heavy equipment.
- o Skill in repairing vehicles and equipment.
- o Skill in the use of various hand and power tools.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Public Works Director assigns work in terms of general instructions requiring the use of judgment. The supervisor spot-checks work for accuracy, compliance with procedures, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state and federal safety rules and environmental regulations, preventive maintenance worksheets, and operating, maintenance, and parts manuals. These guidelines are generally clear and specific, but require some interpretation in application.

**COMPLEXITY:** The work consists of related duties in automotive and equipment maintenance and repair.

**SCOPE AND EFFECT:** The purpose of this position is to maintain and repair county vehicles and equipment. Successful performance helps ensure that county vehicles and equipment are properly maintained and ready for use.

**PERSONAL CONTACTS:** Contacts are typically with co-workers and other county employees.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in a shop and outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional inclement weather. The work may require the use of protective devices such as masks, goggles, and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.