



Senior Mechanic

Road and Bridge

RB/5
Pay Grade: 16

JOB SUMMARY

This position is responsible for performing administrative and technical duties in the repair and maintenance of county vehicles and equipment.

MAJOR DUTIES

- Processes work orders; assigns work orders to Mechanics on a daily basis.
- Processes invoices.
- Maintains parts and supply inventory; makes purchases as needed.
- Coordinates and assigns Mechanics to completed field repairs.
- Performs the duties of the Motor Pool Manager in his or her absence.
- Oversees the repair and maintenance of heavy equipment, including loaders, motor graders, dozers, garbage trucks, dump trucks, and fire trucks.
- Oversees the repair and maintenance of automotive equipment, including cars and light trucks.
- Oversees the repair and maintenance of small engine equipment, including weed-eaters, push and riding lawn mowers, and chain saws.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the tools and techniques of equipment maintenance and repair.
- Knowledge of diesel and heavy equipment.
- Knowledge of department and county policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of the county's work order management system.
- Knowledge of county purchasing policies and procedures.

- Knowledge of small engine equipment repairs.
- Skill in the operation of hydraulic and electrical test equipment.
- Skill in diagnosing equipment repair needs.
- Skill in planning, organization, and decision making.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Motor Pool Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include approved automotive and heavy equipment repair procedures, county purchasing policies, and county work order management policies. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical and administrative duties. Inclement weather conditions and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to perform technical and administrative duties in the repair and maintenance of county vehicles and equipment. Successful performance helps ensure well-maintained vehicles and equipment.

CONTACTS

- Contacts are typically with vendors, co-workers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.
- The work is typically performed in an office, maintenance shop, or outdoors, where the employee may be exposed to cold or inclement weather. The work exposes the employee to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. The work requires the use of

protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over assigned personnel in the absence of the Motor Pool Manager.

MINIMUM QUALIFICATIONS

- Must have one to three years experience or service.
- Possession of appropriate certification from the National Institute for Automotive Service Excellence preferred.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
----------------------	------------	------

Supervisor's Signature	Print Name	Date
------------------------	------------	------