



Mechanic
Road and Bridge

RB/34
Pay Grade: 17

JOB SUMMARY

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

MAJOR DUTIES

- Diagnoses malfunctions in a variety of vehicles and equipment.
- Repairs heavy equipment, including loaders, motor graders, dozers, garbage trucks, dump trucks, and fire trucks.
- Performs oil changes and preventive maintenance on heavy equipment and light duty vehicles.
- Repairs automotive equipment, including cars and light trucks.
- Repairs small engine equipment, including weed-eaters, push and riding lawn mowers, chain saws, and water pumps.
- Makes hydraulic hoses with shop press.
- Makes field repairs of vehicles and equipment.
- Ensures that vehicles and/or equipment located at Road & Bridge premises are readily available, as needed for any project.
- Assists in the installation, balancing and rotation of tires.
- Cleans the shop daily.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the tools and techniques of equipment repair, including equipment brake, fuel, hydraulic, air, and computer systems.
- Knowledge of department and county policies and procedures, and federal, state, and local laws and regulations.

- Knowledge of oils and lubricants needed for different makes of equipment.
- Knowledge of small engine equipment repairs.
- Knowledge of diesel and heavy equipment.
- Knowledge of work safety principles.
- Skill in cutting and reshaping metals in the fabrication of parts.
- Skill in the operation of hydraulic and electrical test equipment.
- Skill in the safe operation of tire equipment.
- Skill in the operation of a variety of vehicles and equipment.
- 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 Senior Mechanic 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, safety regulations, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Inclement weather conditions and exposure to hazardous machinery and materials contribute to the complexity of the position.
- The purpose of this position is to repair and maintain 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 in the shop or in the field and 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

None.

MINIMUM QUALIFICATIONS

- Two years experience; preferred.
- Possession of appropriate certification from the National Institute for Automotive Service Excellence preferred.
- High school diploma or GED from an accredited institution; preferred but not required.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current 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