



VALLEY COUNTY JOB DESCRIPTION

Mechanic

Department: Road & Bridge

Reports to: Shop Foreman

Date Established: 1/2017

Date Revised: 11/2018

FLSA Status: Non-Exempt

SUMMARY

Performs journey level skilled mechanical and technical duties to maintain and repair the Road and Bridge Department equipment. Considerable latitude is granted for independent judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Services vehicles and equipment;
- Diagnoses, repairs and overhauls a variety mechanical systems;
- Diagnoses and repairs electronic engine, brakes, and transmission controls;
- Repairs and services small engines, mowers, generators, and related motorized equipment;
- Fuels all machinery before use;
- Replaces and rebuilds gasoline and diesel engines, clutch assemblies, transmissions and rear axles;
- Records hours, parts, and activities in a maintenance tracking system;
- Performs welding repairs and fabricates parts and equipment;
- Maintains, cleans, and repairs shop tools, equipment, and work areas;
- Operates heavy equipment;
- On call to respond to emergency situations;
- Responds to questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent and 3 to 5 years of experience;
- Idaho Class A Manual Transmission CDL driver's license;
- Knowledge of Federal (OSHA) regulations and Valley County policies regarding safe work practices.
- Skilled in the operation of mechanical tools for equipment and automotive repair;
- Ability to repair engines, electrical systems, drive train and suspension systems, and specialty parts;
- Ability to inspect equipment and vehicles for common maintenance issues;
- Skilled in operating air-powered equipment and tire break-down equipment;
- Able to Operate a various types of welders;
- Ability to perform engine tune-ups including computerized control systems;
- Ability to read and comprehend equipment and automotive maintenance and repair manuals;
- Basic computer skills;
- Ability to operate diagnostic and related electronic equipment using program applications;
- Ability to operate a motor vehicle;
- Strong verbal and written communication skills;
- Ability to listen for understanding;

- Able to articulate ideas in the English language;
- Ability work independently and exercise initiative, with general guidance and supervision;
- Ability to work as part of a team;
- Good judgment and problem-solving skills;
- Ability to maintain a professional demeanor;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to demonstrate integrity and ingenuity in the performance of tasks and solving problems.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand and walk on uneven surfaces, sit, stoop, bend, use hands to keyboard or type, reach with hands and arms, lift up to 75 lbs. and occasionally assist in moving and/or lifting equipment. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus to comprehend written work instructions and prepare and maintain written records. Sufficient clarity of speech and hearing abilities includes those which permit the employee to discern verbal instructions, alarm and warning systems, including backup alarms, and communicate effectively in person and by telephone. While performing duties the employee works in shop environment, including exposure to fuel, chemicals, grease and oil and loud noises.