

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: MECHANIC

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE HIGHWAY BUILDING

SUPERVISOR: HIGHWAY COMMISSIONER AND/OR MECHANIC/PARTS
FOREMAN

SUMMARY:

Under general supervision, maintain, repair, and overhaul automobiles, trucks, machinery, and equipment used within the Highway Department, and other areas, as needed.

DUTIES AND RESPONSIBILITIES:

- Performs mechanical repairs and maintenance on equipment and vehicles. Repair activity includes: gasoline and diesel engine overhauls, complete transmission work, brakes, hydraulic systems, and electrical systems, including small engines. (70% of the time)
- Supports functions of the Mechanic/Parts Foreman, assisting as necessary, and responsible for the shop in the absence of the Mechanic/Parts Foreman. (10% of the time)
- Moves and transports equipment; assist with picking up parts. (5% of the time).
- Assists with winter plowing; assists with hauling highway materials; assists with upkeep, maintenance, and repair of buildings, grounds, and equipment. (10% of the time)
- Performs other related duties as assigned by the Highway Commissioner. (5% of the time)

SKILLS AND ABILITIES:

- High mechanical aptitude; ability to repair engines; skill and ability with welding techniques; knowledge of methods used in vehicle repair.
- Knowledge of computer diagnostics.
- Ability to read and follow diagrams and charts used for equipment repairs.
- Extensive knowledge diagnosing and repairing electrical systems, hydraulic systems, brakes, and engines of all types.
- Ability to receive, understand, and follow written and oral instructions; skill in mechanical aptitude; must be dependable and in good physical condition.
- Ability to work flexible, forty hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public.
- Skill in the use of small hand and power tools of all kinds, assorted construction and maintenance equipment, as needed. Motorized vehicles, material handling equipment, maintenance, and snow removal equipment. Assorted personal protective equipment, as required.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalent required and one to two years of Technical or Trade School coursework. Air Brake and A/C certifications preferred.

EXPERIENCE / JOB KNOWLEDGE: Three to five years of experience working with heavy trucks and equipment or any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities. Must possess and maintain a valid commercial driver's license (CDL) license with A, B, C, D, and N endorsements within six months of employment.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 75% of the time this position requires standing, walking, stooping, and kneeling while doing repairs. Some climbing, crouching and other awkward movements may accompany repair work, but bending, twisting, reaching, and feeling are essential, being utilized up to 75% of the time. One must have good hearing to detect unusual noises and sounds in equipment and good vision to see possible problems in diagnosis and preventive maintenance. Lifting up to 80 pounds occurs up to 75% of the time in this job. Good hand and finger dexterity are a requirement of this job also.

ENVIRONMENTAL DEMANDS: 75% of the repair and maintenance work may be performed inside and up to 50% of a shift may be spent in high noise or vibrating conditions. 25% of the time may be spent outside in unpredictable weather subject to the elements. Hazards on this job can vary, but include electrical, chemical exposure, danger of burns, and exposure to dusts, odors, fumes, and gasses.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

September 2015, February 2018