

**Jefferson County
Position Description**

Name: _____ **Department:** Highway

Position Title: Equipment Mechanic **Pay Grade:** 8 **FLSA:** Non-exempt

Date: _____ **Reports To:** Fleet Manager

Purpose of Position

Perform equipment troubleshooting and diagnostic testing. Performs skilled maintenance and repair work on County vehicles, trucks, heavy equipment, and other equipment.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs a variety of repair and maintenance tasks on department vehicles and equipment, performing work according to service manuals, schematics, and hydraulic flow charts.
- Performs routine to complex maintenance, diagnostics, and repairs on all types of vehicles and equipment to include heavy construction equipment; loaders; dump trucks; and small engines and small equipment repairs.
- Performs preventative maintenance of light to heavy equipment; including changing oil and filters, lubricating and checking fluids, belts, hoses, tires, and brake systems.
- Estimates cost and time to determine the most cost-effective methods of repair. Records parts used, work completed, and time spent on assignments. Works with supervisor to identify parts required to perform repairs and maintenance.
- Receives and completes work orders and prioritizes tasks. Consults with department supervisor regarding vehicle and equipment maintenance and repairs.
- Diagnoses machinery and equipment malfunctions and performs repairs to hydraulic systems, electrical, and mechanical systems.
- Tests equipment for proper operation by operating/driving and using test equipment.
- Makes service calls to job sites and roadsides.
- Operates a variety of road maintenance machines, construction equipment, hoists, forklifts, hand tools such as wrenches (regular and impact), drills, jacks, driving tools (manual and pneumatic).
- Receives new equipment and performs set-up.
- Evaluates equipment safety concerns and if the equipment can be driven into shop or needs to be transported. Assists with the disposal of equipment.
- Performs welding and equipment fabrication.
- Assists with snow and ice control; gets equipment supplied and ready for operations.
- Performs winter maintenance using a snow plow on County and State roads.
- Cleans up shop area and maintains tools. Disposes of hazardous waste material (hydraulic fluid, gasoline, etc.) according to established guidelines.
- Trains operators in how to maintain equipment while in the field and how to perform daily inspections.
- Complies with County HIPAA Policies and Procedures.

- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Fuels vehicles and equipment.
- Loads and unloads supplies from delivery trucks.
- Performs routine building maintenance and custodial tasks.
- Performs traffic control tasks, such as placing signs, flagging traffic, and picking up trash from roadside.
- Performs welding and fabricating on vehicles, equipment, and facilities.

Minimum Training and Experience Required to Perform Essential Job Functions

Three years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience. High school diploma or equivalent required.

Preferred Training and Experience Required to Perform Essential Job Functions

Four years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensure

- Commercial driver's license.
- Forklift certified.

Knowledge, Skills, Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write routine reports and correspondence.
- Knowledge of automotive warehouse and purchasing procedures.
- Knowledge of chemical brine make up and mixtures used in brine production and applications.
- Knowledge of County roads and locations.
- Knowledge of electrical and hydraulic equipment, pumps, and motors, related to specialized pieces of equipment.
- Knowledge of hazards and safety rules and precautions in heavy equipment operation.
- Knowledge of large and small, gas and diesel engines.

- Knowledge of operating light to heavy duty equipment and vehicles, small motors.
- Knowledge of safe, efficient operation of assigned equipment and observance of traffic laws and regulations.
- Knowledge of street layouts and routes.
- Knowledge of traffic laws, ordinances and rules involved in equipment operation.
- Skill in computer application skills for department software.

Supervision

None.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed more than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to precarious places, and vibration. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective equipment.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date