

HURON COUNTY ROAD COMMISSION

TITLE: Mechanic, Position Description

General Summary:

Under the supervision of the Director of Operations and the Shop Foreman, a Mechanic functions as an experienced mechanic, performing a wide range of maintenance and mechanical repair. Thoroughly trained and experienced in the maintenance, diagnosis and repair of all Road Commission vehicles and equipment.

Essential Duties and Responsibilities:

1. Receives work schedules relating to vehicle/equipment repair and maintenance or other maintenance duties.
2. Performs routine preventative maintenance and inspections, performs routine maintenance on vehicles and equipment, and performs corrective repairs as necessary.
3. Inspects malfunctioning equipment, identifying abnormal conditions by using previous training, knowledge and experience, along with electronic diagnosing equipment, troubleshooting charts and service manuals.
4. After diagnosis, repairs or replaces parts as necessary, including but not limited to clutches, starters, alternators, pumps, exhaust parts, steering components, engines, transmissions, batteries, lights, tires, hydraulic parts, body components, etc.
5. After diagnosis, may disassemble, overhaul, and/or reassemble engines, transmissions, differentials, hydraulic parts, or other equipment/vehicle systems.
6. Mounts, dismounts, repairs and replaces tires (both tube and tubeless types). Balances tire and wheel assemblies.
7. Prepares equipment for use in accordance with seasonal demands attaching or removing various attachments.
8. Must operate a variety of equipment/vehicles, checking or test driving to diagnose problems or verify adequate work was performed and proper running condition.
9. Washes equipment/vehicles and performs general maintenance on the garage building, garage equipment and grounds when necessary.
10. Performs emergency field repair, in all types of weather, of equipment broken down. Includes towing or pick-up and deliver to the job site.

11. Maintains accurate records of time and materials (on work orders and/or other departmental forms) used along with the amount of service provided on each job. Includes taking and preparing oil samples for mailing.
12. May be required to perform a variety of tasks, not specifically listed herein, as assigned. This may include occasionally performing tasks as included in the job descriptions of Truck Driver and Heavy Equipment Operator.

The duties stated herein are intended to describe the essential functions being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified. Employee may be asked by Supervisors to perform other duties from time to time.

Job Qualifications:

The following qualifications are normally required to enable job holders to perform the essential functions of the job:

1. Possess a current valid commercial driver's license with endorsement "A" or "B".
2. Have five (5) years acceptable experience as a full-time employed practicing mechanic, which should include acceptable experience on heavy construction size trucks and equipment, and/or completion of a mechanic trade school program and mechanic certification.
3. Have a High School Graduate Degree or possess GED High School Equivalency Certificate.
4. Be able to work overtime on weekends, holidays, and nights.
5. Submit to drug and alcohol testing required by federal and state laws.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job will be considered. To demonstrate one or more of the above listed qualifications, the individual's driving record will be investigated and considered prior to employment and will be reviewed annually from information furnished by the Michigan Secretary of State.

Physical Requirements:

All employees in this position will be required to work independently (unassisted) to do any or all of the duties described. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation that does not impose an undue burden on the Road Commission.

Must be able to read, comprehend, and apply information from service manuals, bulletins, schematics, trouble-shooting charts, etc. Must be able to write to prepare reports and maintain accurate records of time and materials used along with the amount of service provided on each job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel and/or feet to operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, bend, twist or turn, stoop, kneel, crouch or crawl, and smell. Must be able to stand for a duration of approximately eight (8) hours per day.

The employee must frequently lift and/or move up to seventy-five (75) pounds and occasionally lift and/or move up to one hundred (100) pounds. This includes, but is not limited to, changing tires on heavy equipment and trucks, and changing blades on underbody scrapers.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee works near moving mechanical parts and is frequently exposed to wet, cold, and/or humid conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

This job description does not constitute an employment agreement or contract between the employer and the employee. The employer has the right to revise this job description at any time.