

CHEBOYGAN COUNTY ROAD COMMISSION

MECHANIC JOB DESCRIPTION

GENERAL SUMMARY: Under the supervision of the Manager and the Mechanic Foreman: functions as an experienced mechanic, performs 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:

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, reassemble engines, transmissions, differentials, hydraulic parts, or other equipment / vehicle systems.
6. Must have ability to weld and fabricate a wide variety of metals. Must have the ability to sandblast and paint.
7. Mounts, dismounts, repairs and replaces tires (both tube and tubeless types). Balances tire and wheel assemblies.
8. Prepares equipment for use in accordance with seasonal demands attaching or removing various attachments.
9. Must operate a variety of equipment / vehicles, checking or test driving to diagnose problems or verify adequate work was performed and proper running condition restored.

10. Washes equipment / vehicles and performs general maintenance on the garage building, garage equipment and grounds when necessary.
11. Performs Emergency field repair, in all types of weather, of equipment broken down. Includes towing or pick up and delivery to the job site.
12. 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.
13. May be required to perform a variety of tasks, not specifically listed herein, as assigned.

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. Employees 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. Current valid commercial drivers license with endorsement "A."
2. Driving record will be investigated and considered prior to employment and will be reviewed annually from information furnished by the Michigan Department of State.
3. Seven (7) years acceptable experience as a full-time employed practicing mechanic, which should include acceptable experience on heavy construction size trucks and equipment.
4. High School Graduate or possess G.E.D. High School Equivalency Certificate.
5. Be able to work overtime on weekends, holidays and nights.
6. Submit to drug and alcohol testing required by federal and state laws and pre-employment testing.
7. **SPECIALIZED QUALIFICATIONS:**
 - a. Credit for one (1) year experience may be accepted for each school year (9 mos.) of credit received for vocational mechanics-related training at the high school level.
 - b. Credit for two (2) years experience may be accepted for each school year (9 mos.) of credit received for full-time attendance and completion of courses and training at advanced vocational or college level.

8. **TOOLS AND EQUIPMENT:** All applicants must be able to demonstrate proficiency with welding and cutting equipment and fabrication. All applicants hired as a permanent mechanic must provide a complete set of hand tools up to 1½". The acceptability of any tool set will be decided by the Shop Foreman.

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.

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.

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, 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 75 pounds and occasionally lift and/or move up to 120 pounds. This includes, but is not limited to, changing tires on heavy equipment and trucks, and changing blades on underbody scrapers. The employee must be able to lift and install new blades that weigh up to 120 pounds while laying under the truck in wet cold conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 electric shock. The noise level in the work environment is usually loud.

CURRENT EMPLOYEES: A current employee with five (5) years seniority at the general shop level may be accepted as qualified, if recommended in writing by the Shop Foreman. A current employee with six (6) years seniority at truck driver or heavy equipment operator level may be accepted, if recommended by both the Shop Foreman and his current Foreman.



The 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.