

FILLMORE COUNTY JOB DESCRIPTION

Head Mechanic

DEPARTMENT: Highway		JOB TITLE OF SUPERVISOR: Maintenance Superintendent
PAY GRADE/RANGE: Per Contract	BARGAINING UNIT: Local #49	FLSA STATUS: Non-Exempt

GENERAL PURPOSE OF JOB

Under supervision of the Maintenance Superintendent, this position maintains and repairs all highway department equipment and vehicles. Assesses complaints from operators and drivers and evaluates need for repairs. Implements preventative maintenance schedules and instructs operators on how to carry them out. Ensures all vehicles are in save operating condition and that all DOT legal and safety regulations are adhered to.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

FREQUENCY

Makes repairs and does preventative maintenance on all County Highway Dept. vehicles and equipment. Orders parts and maintains sufficient inventories of parts and supplies to meet the daily needs of the Highway Dept. Schedules repairs with regards to safety and the needs of the Maintenance Superintendent and the availability of parts, etc.	Daily 65%
Diagnoses and trouble shoots open and closed center hydraulic systems, computer controlled engine systems and transmissions, air conditioning, electrical, lighting, starting and charging systems, air and hydraulic and antilock brake systems.	Daily 25%
Implements preventative maintenance schedules and instructs operators on the proper techniques, procedures and intervals.	Daily 10%
Assists Maintenance Superintendent and shop foreman in preparing specifications for replacement equipment and vehicles.	Quarterly 10%
Serves as a replacement equipment operator or truck driver.	Monthly 5%
Trains others in the safe operation of Class I Forklifts.	Yearly 1%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of two-year Technical degree in Diesel and Heavy Equipment Repair from a college or technical school and at least two-years related experience; or equivalent combination of education and experience.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- Valid Class “A” Commercial driver’s license.
- Forklift License.

REQUIRED KNOWLEDGES *(position requirements at entry)* knowledge of:

- Skill and persuasion in the dealings with others, both in and outside of the department.
- Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation and action.
- Interactions may involve efforts to persuade and negotiate with others representatives or officials outside of the organization, but does not have the authority to act on behalf of the County in matters where there is a legitimate difference of opinion.
- Hydraulic systems and principles of heavy diesel engines, electrical principles, air-conditioning.
- Air braking systems, hydraulic braking systems, automotive engines & transmission repair, small engines.
- Welding.
- Computer literacy.
- Forklift safety.

REQUIRED SKILLS *(position requirements at entry)* skill in:

- Ability to work independently without immediate supervision.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organizations.
- Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Welding - all types of machinery.
- Ability to repair vehicles & equipment.
- Ability to operate equipment & trucks.
- Computer and telephone skills.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit or taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move up to 100 pounds with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, working near moving mechanical parts, vibration and at risk of electrical shock. The noise level in the work environment is usually very loud.

CLASSIFICATION HISTORY

Prepared By: Karen Brown, Fillmore County Coordinator	Date: 09-2005
Revised by: Ashley Stinson, Fillmore County Human Resources Officer	Date: 05-2009