

CODE: 4910

GRADE: 13

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: MECHANIC
FLEET SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and semi-skilled technical repairs on operational equipment and mechanical work in the maintenance of heavy equipment. Work involves maintaining repairing, and servicing County vehicles and equipment in accordance with standard trade practices including emergency and non-emergency equipment, gasoline and diesel, mechanical and non-mechanical equipment. Reports to the Fleet Services Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs brake jobs on vehicles and equipment.

Services vehicles and equipment.

Welds, fabricates, and orders steel and supplies.

Repairs, installs, and orders tires.

Performs the painting and body repair.

Repairs, rebuilds, and fabricates hydraulic hoses.

Oversees inmates.

Evaluates disabled vehicles and equipment that are brought to the shop.

Researches the parts for equipment.

Troubleshoots and repairs electrical problems.

Maintains plumbing and pump systems on fire trucks.

Operates equipment.

Serves on-call for emergency situations.

Checks and repairs air conditioning on all vehicles and equipment.

Performs service truck operations.

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Provides back up support for the Secretary and Parts Clerk.

Supervises shop operations when needed.

Installs and inspects new equipment and vehicles and equipment.

Provides assistance in other departments.

Performs carpentry and woodworking.

Opens up and secures shop.

Performs sandblasting.

Oversees fueling of equipment and vehicles.

Operates engineering specialty tools and equipment.

Maintains records of repairs.

Services and repairs heater systems and diesel heaters.

Performs and maintains tool inventory.

Trains inmates.

Troubleshoots gasoline and diesel driven vehicles.

Performs on-site evaluations of repairs or recovery roadside.

Performs electrical, chainsaw, generator, lawn mower, and tractor repair.

Receives and reviews various records and reports including vehicle and equipment checklist, parts manual, invoices, receipts, and various records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports including inmate overtime report, tires used, inmate and personnel incident report, repairs or work on SPLOST, inventory used, etc.

Refers to parts manual, technical manuals, post order manuals, maps, telephone book, automotive and truck technical manuals, policy and procedure manuals, codes/laws/regulations, etc.

Operates a vehicle and a variety of equipment such as code scanner, wrench sets, socket sets, pneumatic tools, electric drills and drill press, pressure test cooling system, compression tester, hoists and jacks, etc.

Uses open and box end wrenches, ratchets and sockets, pliers and side cutters, punches, bolts, nuts, washers, screws, electrical connectors, brass fittings, mechanic's tools, carpentry tools, electrician's tools, forklifts, etc.

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Uses computer software such as School Dudes, etc.

Interacts and communicates with various groups and individuals including the immediate supervisor, other mechanics, Building Maintenance personnel, Public Works personnel, Office Manager, Sheriff's Deputies, Emergency personnel, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by training in heavy equipment operation and maintenance, with two to three years of experience in the operation of motorized equipment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including transits, front-end loaders, bulldozers, pans, mechanics tools, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports and records. Requires the ability to prepare reports, records, forms, charts, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a

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variety of technical or professional languages including engineering and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using heavy motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as heavy motorized equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.