

**,POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Mechanic
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: December 2008
DATE REVISED: June 2021

STATUS: Full-Time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Mechanic for the Perry County Highway Department, responsible for maintenance and repair of Department vehicles and equipment.

DUTIES:

Schedules and performs adjustments, preventive maintenance and repairs on Department vehicles and equipment according to warranties, mileage and usage, including oil changes, tire changes, tune-ups, and brake jobs.

Operates equipment and vehicles to diagnose malfunctions, including observing, listening and identifying problem source and solution. Removes, rebuilds and reinstalls various parts as needed, including gasoline and diesel engines, transmissions, rear ends, brakes, lights and hydraulics.

Performs various mechanical trades in repairing and fabricating parts, including welding, brazing, torch cutting, and wiring. Designs, fabricates and installs added features on new vehicles and equipment, such as hitches, plow frames, and underbody mounting.

Maintains inventory of parts and supplies and maintains detailed records of maintenance and repair activity, including work descriptions, parts and cost.

Maintains clean and orderly work areas, including sweeping, removing trash and debris, and returning tools, parts and equipment to proper storage locations.

Answers telephone, determining nature of call, providing information and assistance, taking messages and complaints, and/or routing calls to appropriate individual or department.

Periodically drives snow plow in response to weather emergencies.

Performs related duties as assigned.

highway/mechanic

I. SKILLS AND KNOWLEDGE:

Thorough knowledge of and ability to perform various mechanical trades, including welding, torch cutting, brazing, wiring, fabrication and machining.

Working knowledge of and ability to make practical application of Department safety policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of department trucks, vehicles and equipment, with ability to analyze and diagnose causes of mechanical and electrical malfunctions and complete related maintenance and safety measures as required.

Ability to effectively communicate orally and in writing co-workers, other County departments, vendors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to complete and maintain accurate records of maintenance/repair activity.

Ability to read and interpret detailed prints, sketches, specifications, technical manuals, instruments, gauges and dials. Ability to use shop mathematics.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to physically perform assigned duties, including standing/walking for long periods, working in cramped/awkward positions, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close vision, hearing mechanical sounds, and handling/grasping/fingering objects.

Ability to operate a variety of machinery, equipment and tools in performance of duties, such as hammers, screw drivers, wrenches, drills, drill press, air hammer, air compressor, grinder, cutting torch, welding equipment, tap/die sets, gauges, files, micrometer, driver, ratchet, steam cleaner, calipers, deburring/deflashing tools, mop, broom, and other hand/power tools as needed.

Ability to occasionally work extended hours, evenings and/or weekends.

Ability to occasionally respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and Commercial Driver's License (CDL) with required endorsements and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent works according to a flexible, customary routine, prioritizing work according to vehicle and equipment service needs. Incumbent refers to supervisor unusual or unprecedented situations, such as equipment that will be inoperable for an extended period of time or excessive repair costs. Errors in work are primarily detected or prevented through reference to technical manuals/specifications and standard safety procedures. Undetected errors could result in damaged or unsafe equipment and/or endangerment to self or others.

Incumbent reports directly to Foreman.

III. PHYSICAL EFFORT:

Incumbent's duties often involve continuous physical exertion, such as standing/walking for long periods, working in cramped/awkward positions, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close vision, hearing mechanical sounds and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in a garage and in trucks/heavy equipment and is frequently exposed to hazards normally associated with vehicle maintenance/repair and the outdoors, including heavy equipment, moving parts, noise, dust, grease, fumes, fuels, confined spaces, toxic chemicals, extreme temperatures, inclement weather and traffic. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended hours, evenings and/or weekends and occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Mechanic for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name