

CIS Department
CIS Director
133
Grade S323

Parks Dept
Horticulturist
1047
Grade S317

Approved 3/15/2022
For Approval 09/20/2022

Operations Supp. Spec II
Silverhill
5430
Grade 307

Mechanic II
Silverhill
5524
Grade 312

Parks Dept
Parks Supervisor
269
Grade S313

Archives and History
Archivist
1005
Grade S316

PT Park Attendant
Bi-Centennial
0017
Grade 303

Parks Crew Leader
North Baldwin/Parks
5654
Grade 311

Parks Crew Leader
Bay Minette
5655
Grade 311

Parks Crew Leader
Central Baldwin
5656
Grade 311

Parks Crew Leader
South Baldwin/ES/ICW
5657
Grade 311

Landscape Technician II
Bay Minette/Live Oak
5659
Grade 307

Landscape Technician II
Bay Minette
5658
Grade 307

Landscape Technician II
Silverhill/Central
5377
Grade 307

Landscape Technician II
Silverhill/ICW
5378
Grade 307

Landscape Technician I
Bi-Centennial
1003
Grade 306

Landscape Technician I
Bay Minette
5633
Grade 306

Landscape Technician I
Silverhill/Central
5182
Grade 306

Landscape Technician I
Silverhill/ICW
4043
Grade 306

Landscape Technician I
Bi-Centennial
4041
Grade 306

Landscape Technician I
Silverhill/Central
5563
Grade 306

Landscape Technician I
Silverhill/South
305
Grade 306

Landscape Technician I
Live Oak
5139
Grade 306

Landscape Technician I
Silverhill/Bike Trail
1088
Grade 306

Landscape Technician I
Silverhill/South
4042
Grade 306

Landscape Technician I
Bay Minette
5181
Grade 306

Landscape Technician I
Silverhill/Bike Trail
5564
Grade 306

Landscape Technician I
Silverhill/East
5634
Grade 306

Landscape Technician I
Bay Minette
5138
Grade 306

Landscape Technician I
Silverhill/East
531
Grade 306

PT Park Camp Host
Live Oak Landing

Landscape Technician I
Silverhill/East
1089
Grade 306

POSITION DESCRIPTION

Title: Mechanic II

Department: Parks Department

Job Analysis: July 2021, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Parks Supervisor, Horticulturist, County Administrator

Subordinate Staff: Shop help assigned by Supervisor

Internal Contacts: Operation Support Specialist II, County Purchasing Officer

External Contacts: Equipment Suppliers, Parts Suppliers, General Public

Status: Classified/Non-Exempt (~~344~~ **312**)

Job Summary

Performs skilled tasks in mechanical repair and maintenance of gasoline and diesel-powered small engines, automotive and heavy equipment using standard practices and equipment of the automotive trade. Operates some heavy equipment.

Job Domains

A. Automotive Repair and Maintenance

1. Tunes engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, and replacement of coil, condenser, and breaker points.
2. Removes and disassembles major units such as engine, transmission, differential; inspects parts for wear, and reassembles.
3. Repairs and replaces parts such as pistons, rods, gears, and bearings.
4. Overhauls and replaces carburetors, generators, radiators, alternators, starters, distributors and pumps.
5. Rewires ignition system, lights and instrument panel.
6. Realigns and adjusts brakes, repairs or replaces shock absorbers.
7. Replaces and adjusts headlights, and installs or repairs accessories such as radios, heaters, mirrors, and windshield wipers.
8. Performs additional repairs as needed.

9. Performs routine maintenance and repairs on bucket trucks as needed.

B. Heavy and Light Equipment Repair and Maintenance

1. Analyzes malfunctions, and repairs, rebuilds, and maintains heavy/light construction equipment such as tractors, bat wings, lawn mowers, weed eaters, pressure washers, small engines, etc.
2. Replaces defective engines and subassemblies.
3. Replaces or repairs major components, attachments or implements such as blades, tracks, compressors, etc.

C. Miscellaneous

1. Welds to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fills holes and builds up metal parts.
2. Replaces batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repairs or replaces tires.
4. Performs related mechanic duties as required.
5. Performs various duties including operation of equipment and some manual labor as needed.
6. Tests repaired equipment to ensure operating efficiency.
7. Makes recommendations to supervisor concerning specification requirements for bidding and purchasing of new equipment.
8. Ensures Vehicle / Equipment fleet is kept in safe operational working order.
9. Ensures all Vehicles/Equipment in fleet receive routine maintenance on schedule.
10. Ensures accurate records are maintained for repairs/maintenance performed on all Vehicles/Equipment.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate information to supervisors, co-workers, and vendors.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy/light construction equipment.
10. Knowledge of safety rules, including accident causes and prevention.
11. Knowledge of first aid procedures.
12. Ability to work independently without close supervision
13. Knowledge of county policies, procedures and rules.
14. Knowledge of/and has ability to work on Tier 4 engine component.
15. Required to wear uniforms as directed by Parks Supervisor.

Physical Characteristics

1. See well enough to read regular print and numbers without error or transposition and inspect small parts.
2. Hear well enough to talk on telephone, to determine mechanical problems.
3. Speak clearly enough to communicate information to helper.
4. Use of hands and fingers to write, to use tools.
5. Strength to lift 50 pounds.
6. Physical dexterity sufficient to operate levers, gears, etc.
7. Body movement to climb on top of or crawl under various types of equipment.

Minimum Qualifications

1. Willing to work overtime and weekends in emergencies.
2. Have a valid commercial driver's license. (CDL – Class A).
3. Willing to travel to pick up parts, materials and gather quotes out of area.
4. Experience in automotive and heavy equipment repairs and maintenance, small tools, and engines.