

POSITION DESCRIPTION

Title: Mechanic I

Department: ~~Highway~~ Parks Department — ~~Parks Section~~

Job Analysis: April 2007, January 2013, ~~November 2019~~

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: None

Internal contacts: Members of work group, County Employees

External contacts: General Public

Status: Classified/Non-Exempt (H)

Job Summary

Assist Mechanic II in mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment using standard practices and equipment of the automotive trade. May operate some heavy equipment.

Job Domains

A. Automotive Repair and Maintenance

1. Tune engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, and replacement of coil, condenser and breaker points.
2. Assist Mechanic II in removing and disassembling major units such as; engine, transmission, differential, inspects parts for wear and reassembles.
3. Repair and replace parts such as pistons, rods, gears, and bearings.
4. Overhaul and replace carburetors, generators, radiators, alternators, starters, distributors, and pumps.
5. Rewire ignition system, lights, and instrument panels.
6. Turn drums, realign and adjust brakes, aligns front end, repairs or replaces shock absorbers.
7. Replace and adjust headlights, and installs or repairs accessories such as radios, heaters, mirrors and windshield wipers.

~~B. Heavy Equipment Repair Maintenance~~

- ~~—1. Analyze malfunctions and repair, rebuild and maintain heavy construction equipment such as; motor graders, back hoes, bulldozers, etc.~~
- ~~—2. Assist mechanic in replacing defective engines and subassemblies.~~
- ~~—3. Assist with replacing or repairing major components, attachments or implements such as; blades, tracks compressors, etc.~~

C. Miscellaneous

1. Weld to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fill holes and build up metal parts.
2. Replace batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repair or replace tires.
4. Perform related mechanic duties as required.
5. Perform various duties including operation of equipment and some manual labor as requested by Mechanic II.
6. Test repaired equipment to ensure operating efficiency.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to clearly and neatly complete routine forms and order parts.
3. Skills and ability to understand equipment and maintenance manuals, parts lists, and instructions.
4. Skills to understand precision gauges to measure and fit parts.
5. Skills and ability to receive information about equipment problems.
6. Skills and ability 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 analyzing and diagnosing problems in automotive equipment.
9. Knowledge of safety rules, including accident causation and prevention.
10. Ability to work independently without close supervision.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to provide personal hand tools.
3. Willing to travel to pick up parts and material out of area.

Minimum Requirements

1. Possess a valid driver's license with CDL Class **B** endorsement, **or attain a CDL Class B endorsement within six (6) months of employment.**
2. Experience in automotive repairs and maintenance **of small equipment.**

