



CALDWELL COUNTY

Job Description

Job Title: Assistant Mechanic
Department: Unit Road
Location: Caldwell County

Salary:
FLSA Status: Non-Exempt
Prepared by: Human Resources Dept.

SUMMARY

Requires knowledge of automotive, truck, and heavy equipment maintenance and repair operations; performs troubleshooting and repair work; performs maintenance and repair of all county owned equipment and other county department vehicles.

SUPERVISION RECEIVED

Works under the general supervision of the Unit Road Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs skilled maintenance and repair of heavy and light equipment such as trucks, tractors, motor graders; diagnoses, repairs.
2. Basic oil changes and servicing equipment.
3. Change Tires heavy and light equipment
4. Repairs and replaces driveline components; reduction power dividers, clutch assemblies, universal joints, drive shafts and related components.
5. Assist the Lead Mechanics.
7. Diagnoses and repairs power and manual steering systems; electrical systems, starters, generators and related systems, components and parts.
8. Diagnoses and repairs, cleans, adjusts and installs fuel, ignition, and cooling systems.
10. Conducts safety checks and operational tests on light, heavy and related equipment; inspects vehicles in the shop and field; road tests equipment.
11. Reads and interprets manuals, drawings and specifications; estimates labor, material and equipment costs and orders parts required to complete assignments.
12. Makes oral and written reports on work performed; completes forms and keeps accurate maintenance records.

15. Observes safe work methods and utilizes safety equipment related to the work; safely handles and disposes of hazardous waste materials.

16. Available in emergencies.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High School diploma or GED; experience in the maintenance and repair of vehicles and heavy construction equipment, to include use of shop maintenance related computer software; successful completion of appropriate trade school or technical coursework in diesel or gasoline-powered mechanics preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess and maintain a Class C Driver's License. Must be insurable by Caldwell County Insurance Company in order to operate county vehicles.

OTHER SKILLS AND ABILITIES

Demonstrated experience in Microsoft office suite (i.e. email, word processing, spreadsheet), and data base programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work.

DESIRED MINIMUM QUALIFICATIONS:

TRAINING

Multiple ASE certifications are preferred, but not required.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the organization.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; able to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Stand/ work in confined spaces in contorted positions, while working for prolonged periods. 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. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.

This position has been identified with possible risk of exposure to bloodborne pathogens and/or other various hazards that require immunization against such exposure.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate to loud.

All individuals operating commercial vehicle using a Commercial Drivers License (CDL) are required by the DOT to take pre-employment drug tests, random tests, post accident tests immediately following accidents, reasonable suspicion, and fitness for duty testing; in accordance with County and DOT Alcohol and Drug testing policies.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.