



## CALDWELL COUNTY

**Job Title:** Assistant Mechanic

**Department:** Unit Road

### **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 Lead Mechanic and Unit Road Department Head.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs skilled maintenance and repair of heavy and light equipment such as trucks, tractors, motor graders; diagnoses, repairs and conducts limited overhauls on gas and diesel engines.
2. Re-lines, rebushes and rebuild cams, brake pots, valves and related parts of braking systems.
3. Performs major and minor repairs of suspension, walking beams and torque arms.
4. Repairs and replaces driveline components; overhauls rear ends, reduction power dividers, clutch assemblies, universal joints, drive shafts and related components.
5. Repairs and maintains manual, automatic and power shift transmissions, torque converters and related components.
6. Rebuilds, repairs and adjusts hydraulic pumps, cylinders, control valves, motors and related components.
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.
9. Able to train personnel on proper maintenance techniques.

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.
13. Welds and fabricates new and modified parts for truck bodies and similar equipment; installs and repairs power take-off equipment such as small electric cranes, hoists and small hydraulic lift equipment.
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 Commercial Driver's License (CDL) with tank vehicle endorsement.. 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.