

WASHINGTON COUNTY
Job Description

JOB TITLE: Senior Mechanic

Exempt (Y/N): No

DATE REVISED: October 2011

DEPARTMENT: Road Department

SUPERVISOR: Supervisor - Shop

SUMMARY:

Under the supervision of the Supervisor - Shop, the Senior Mechanic is required to perform mechanic work on diesel heavy equipment and gasoline vehicles both in the shop and on the road. The incumbent services all Road Department and selected county vehicles providing basic repair service ensuring that all county vehicles are maintained for the safe and continued use of county personnel. The incumbent has responsibility for approximately \$3,000 worth of tools and equipment, several thousand dollars in parts and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform general mechanic work on diesel heavy equipment to include engine repair, hydraulic repair, and all other aspects of the machinery.
2. Perform general mechanic work on gasoline vehicles to include engine repair and all other vehicle repairs to include rebuilding engines and drive trains
3. Perform daily inspection on at one truck daily and perform routine maintenance on diesel and gasoline trucks and maintain reports on trucks inspected.
4. Perform weekly inspections on county vehicles such as brake inspections, steering inspections, lights and other inspections as scheduled.
5. Perform some body work on heavy equipment such as fixing dents, welding, and painting.
6. Run the wrecker and pick up parts from various parts stores, when needed. Ensure that proper replacement parts and supplies are ordered and on hand to properly maintain county vehicles.
7. Fill out work orders.
8. Perform all activities in an effective manner for the proper maintenance of all county vehicles and equipment.
9. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent must have a high school diploma or General Education Degree, (GED); Commercial Drivers Licenses; eight (8) years previous experience as a mechanic; and specific knowledge of gasoline and diesel vehicle mechanical operations.

OTHER SKILLS and ABILITIES:

The incumbent must possess good communication skills as there is contact with other individuals within the County and limited contact with vendors.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position.

Specific vision abilities required by this job include distance vision, close vision, peripheral vision, and color vision.

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.

The incumbent is subject to the elements, notable dust, dirt, noise, temperature extremes, oily conditions and fumes.