



WORKING TITLE: MECHANIC	CLASSIFICATION: MECHANIC
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: OPEU 15	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8380
PPE: PER WORK LOCATION	REVISION DATE: JAN 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs skilled equipment repair work. Diagnoses mechanical problems using mechanical and electronic testing equipment. Performs duties associated with repair and maintenance of vehicles & roads equipment as needed. Works in adverse weather conditions to repair/recover equipment and assist Road Crew and others as needed.

SUPERVISION RECEIVED:

Works under minimal supervision of Fleet Manager who sets work priorities and reviews work for quality, timeliness of work performed, and performance of equipment repaired.

SUPERVISION EXERCISED:

Serves as lead worker of lower-level mechanic classes, assigning work, providing direction, answering questions, and providing on-the job training of subordinates.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Performs diagnostic evaluations, repairs, and preventative maintenance on gas and diesel engines, transmissions, suspensions, heating and cooling systems, hydraulic systems, air and hydraulic brake systems, and electrical/electronic systems on all types of automotive, emergency vehicles, heavy equipment, and road maintenance equipment.
- Inspects, adjusts, grinds, and replaces valves, pistons, main bearing assemblies, and fuel and exhaust systems.
- Maintains accurate records of parts, supplies, and work production.
- Directs and participates in removal, overhaul, and replacement of gasoline and diesel engines.
- Responds to service calls in the field on equipment unable to return to the shop for repair.
- Test drives vehicles and equipment to verify complaints and ensure successful repairs.
- Straightens and repairs heavy equipment parts; builds up and hard-surfaces work equipment parts and fabricates special attachments for road construction equipment.
- Builds and repairs park equipment, office furniture, and steel bars on jail cells.
- Performs general welding and fabrication using lathes, oxyacetylene torch, MIG, TIG, ARC welding equipment as required.
- Works with hazardous materials on a day-to-day basis.
- Maintain clean and safe work area.
- Performs other duties assigned by Fleet Manager or designee.

- Tracks and orders parts from suppliers.
- Participates in specification of new tools and equipment.
- Reads blueprints and wiring schematics.
- Diagnose and repair pressurized fuel systems and fuel injection systems.
- Repairs and replaces tires on automotive, heavy truck, and industrial equipment.
- Diagnoses and repairs problems with electronically controlled fuel systems; ignition; body; vehicle HVAC systems, transmissions.
- Diagnose and repairs anti-lock brake systems.
- Repairs and install tire chains.
- Maintains and repairs small operating tools (chainsaws, compactors, asphalt saws, etc.)
- Maintains water cleaning equipment at wash rack.
- Maintains and repairs buildings on property as well as the fuel island.
- Performs other miscellaneous and routine preventative vehicle and equipment maintenance and repair as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Automotive systems, parts, tools, equipment, and technology used in repair and maintenance of motorized equipment.
- Job and shop hazards and safety precautions.
- Principles of internal combustion engines and operation of all light and heavy equipment for testing and repairs.
- Tools, materials, and methods of the welding trade.
- Safety precautions necessary for safe and efficient operation of welding equipment.
- Characteristics of various metals such as brass, aluminum, hot and cold rolled steel and cast iron, and their respective welding stresses.

SKILL IN:

- Use and care of tools, equipment, and materials as required by the position.
- Use of oxyacetylene cutting torch, MIG, TIG welders, and lathes.
- Microsoft Office tools including Word, Excel, and other entry-level computer software.

ABILITY TO:

- Diagnose electrical, electronic, hydraulic, and mechanical failures.
- Understand and follow technical instructions in repair manuals.
- Perform repairs and overhaul equipment.
- Understand and follow verbal instructions.
- Establish and maintain effective working relationships with supervisors, other employees, and members of the public.
- Communicate and effectively, both verbally and in writing.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Two years' experience in automotive or construction equipment repair involving maintenance, repair, and overhaul of gasoline or diesel engines and related systems are required. Related coursework or technical school training, or a certified apprenticeship program in mechanical gasoline or diesel engine maintenance or a related field may be substituted for up to one year of experience. Any

satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Class 'A' CDL preferred, but not required.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen and hear, use repetitive hand motions, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull, and lift up to 50 pounds and occasionally push, pull, and lift up to 75 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

Contact with the public in shop or outdoor environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with wild or domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.