 **MORROW COUNTY** **JOB DESCRIPTION**

**Date Prepared:** May 1995, Jan 2021

**Position Title:** Mechanic

**Department:** Public Works

**Supervisor:** Senior Mechanic

**Position Summary:** Under the direct supervision of the Lead Mechanic, the Mechanic performs maintenance and repair to the County road maintenance and construction equipment. In addition, this position performs general clean-up and maintenance in and around the public works shop area.

**Qualifications:**

* Experience: Two years of Journey level mechanical maintenance and repair of light and heavy vehicles
* License: Must have, or the ability to obtain within six months, a current Class A Driver’s License with a Tanker endorsement, as well as the ability to acquire other endorsements as required by Morrow County

**Skills/Abilities:**

* Equipment used: Automobile, pickup truck, dump truck, roller, plow, sander, loader, motorized broom, paving machine, chip spreader, water truck, belly dump trailer, equipment hauling trailer, pup trailer, bulldozer, oil distributor, fifth wheel tractor, pugmill, hand tools, air tools, drill press, welders, cutting torch, cut-off saw, grinder, tune-up equipment, service truck and its accessories.
* Thorough knowledge of the principles, practices, techniques and standards of the repair and maintenance of small, light and heavy equipment and vehicles.
* Thorough knowledge of the diagnostic and analytical procedures and techniques for the repair and maintenance of the equipment in the county's inventory.
* Thorough knowledge of safety standards, practices and procedures relating to all facets of shop operation.
* Ability and skill to effectively use arc and mig welders and cutting torch.
* Ability and skill to load and haul heavy equipment.
* Knowledge and ability to implement daily and routine maintenance procedures with heavy equipment.
* Knowledge and skill to utilize shop, maintenance and parts manuals, computerized diagnostic equipment for the repair and maintenance of equipment.
* Knowledge and ability to implement safety procedures related to the operation of heavy equipment and working in the public right-of-way.
* Ability to learn and implement the practices and procedures of the Morrow County Public Works Department.
* Ability to learn and implement county procedures, regulations and requirements with respect to safety, operations and organization.
* Ability to effectively use oral and written communication in the performance of duties and responsibilities.
* Ability to use computers for the purposes of maintaining electronic maintenance files~~.~~

**Job Duties/Responsibilities:**

* Perform mechanical maintenance and fabrication services on the Public Works inventory of vehicles and equipment.
  + Diagnose equipment problems.
  + Inspect, repair, rebuild, overhaul, maintain and test the equipment and vehicles in the Public Works inventory.
  + Fabricate and assemble parts and materials.
* Department Organization
  + Communicate with other department employees to effectively and efficiently coordinate work programs.
  + Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
* Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

***Working Environment:*** Work is performed at the Public Works shop and throughout Morrow County's road system. Work is done primarily in construction and maintenance environments.

***Physical:***

* Ability to manipulate (lift, carry move) heavy weights of up to 50 pounds on a regular basis.
* Ability to twist and bend and climb as needed to perform hand labor.
* Ability to climb on and off of various types of equipment to be used as needed.
* Ability to work in temperature extremes for prolonged periods of time.
* Ability to stand for extended periods of time.
* Ability to walk 400 yards.
* Ability to push, pull, and guide materials over 75 pounds.
* Ability to climb, stoop, kneel and crouch on a regular basis.

***Mental:***

* Ability to read, write, and speak English
* Ability to perform the job duty outline and perform the mental aspects of the qualifications section
* Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Approved Date