

Craighead County

Road Mechanic

Job Description

Job Code: 2000
Exempt: No
Department: Road Shop
Reports To: Shop Manager
Location: Craighead County Hwy Dept 2800 Moore Rd
Date Prepared: March 14, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining tools; performing preventive maintenance; for repairs

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform general mechanic work on heavy equipment to include engine and hydraulic repair. This duty is performed daily.
2. Perform general mechanic work on gasoline engines and rebuild drive train. This duty is performed daily.
3. Checks and replaces breaks if needed. This duty is performed weekly.
4. Perform some body work on equipment such as fixing dents, welding, and painting. This duty is performed as needed.
5. Works with Shop Manager on Mechanical problems. This duty is performed daily.
6. Make sure their work area is clean. This duty is performed daily.
7. Works well with other mechanic. This duty is performed daily.
8. Verifies vehicle serviceability by conducting test drives; adjusting controls and systems. This duty is performed daily.
9. Maintains vehicle records by recording service and repairs. This duty is performed daily.
10. Updates job knowledge by participating in educational opportunities; diagnosis using lap - top. This duty is performed as needed.
11. Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components. This duty is performed as needed.
12. Keeps equipment available for use by inspecting and testing vehicles. This duty is performed as needed.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must have CDL licenses within a year

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Other

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only

generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to work near moving

mechanical parts, outdoor weather conditions; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, risk of electrical shock, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms; and frequently required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to sit, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.