

JOB DESCRIPTION

JOB TITLE: MECHANIC II
DEPARTMENT: PUBLIC WORKS
DIVISION: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
SALARY: \$15.8312 PER HOUR
REVISED: April 30, 2013

NON-EXEMPT

GENERAL DESCRIPTION:

This is a semi-skilled position, with very frequent physical labor and responsible for performing or assisting in the maintaining and repairing of County vehicles and equipment. Must be a high school graduate or have a GED equivalency.

ESSENTIAL JOB FUNCTIONS:

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. Personal characteristics required of all employees, such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

(Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, relates to, or is a logical assignment to the position).

MAJOR FUNCTION:

- Performs preventative maintenance services of County vehicles and equipment. Services include changing oil, air and fuel filters;
- Operates pressure washer, uses solvents and chemicals related to the mechanical trade, which may contact the skin;
- Makes minor repairs involving metalworking: including measuring, cutting and some bending of metal. Uses small power tools including saws, drills, air powered tools. Assist more senior technicians in the repair or maintaining of heavy equipment.
- Repair and/or replace tires, which involves the use of air ratchets and tire changing and balancing machines;
- Inspects and makes brake repairs, including the replacing of the master brake cylinder, brake pads and calipers. May involve the use of the "brake lathe" machine.
- Makes minor automotive repairs and tune-ups such as changing fan belts, radiator hoses, and sparkplugs. Operate the hydraulic hose machine in the fabrication of new hydraulic lines. Disassembles, inspects, and replaces worn or broken parts. Fits and adjusts new or repaired parts.
- Performs pre-maintenance and post-maintenance inspection of repaired or serviced equipment, to include test-driving.
- Observes small engine equipment while in operation (when operable) to detect maintenance needs, operating weaknesses, or specific malfunctions.

- Receives work orders and prioritizes service, maintenance or repair requirements; determines appropriate methods, tools and part required per work order.
- Provides maintenance and repair to a wide variety of gas and diesel powered equipment engines, i.e., lawn mowers, weed eaters, edger's, blowers, chainsaws, rotor tillers, pressure washers etc.
- Performs service and replacement of a variety and components, hoses, starters, points, plugs, fuel lines.
- Performs routine inspections of small engine equipment for the purpose of ensuring safe operating conditions; inspects, adjusts and replaces valves, spark plugs, bearings, fuel, starting and ignition systems.
- Responds to emergency and after hour calls including nights, weekends and holidays.
- Required to report to work at the appointed hour, as scheduled and to work the entire assigned schedule.
- Regular attendance.

SECONDARY FUNCTIONS:

- Assists in the repair o heavy equipment. Also assist in making repairs to Heating and Air-conditioning systems in a variety of vehicles/equipment.
- Operates computer to retrieve work information on the vehicle that is assigned for repairs and to record work completed.
- Assists senior level tech in the repair of equipment in remote areas, including the Landfill.
- Moves parts, metals or various supplies to and from storage areas. Keep area clean by sweeping and removing trash, including carrying used parts to the recycling bin.
- Cross trains into other areas and helps other technicians with assigned work orders;
- Performs other tasks as assigned.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to compute rate, ration and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.
- Knowledge of all automotive components, principles, repair and maintenance standards and requirements applicable to the achieved certifications.
- Ability to move heavy machine parts and metals.
- Ability to remain calm in stressful situations and cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- To accomplish the task of this position, the employee will be required to operate the following machines and equipment; service truck, various air powers tools, forklift, pneumatic vehicle lift, jacks and jack stands, acetylene torch, various tools associated with welding, grinder, various test equipment such as battery and alternator tester, and the various hand tools of the trade. Uses hoist, wrenches, gauges, drills, or other specialized automotive mechanic tools and equipment.

WORKING ENVIRONMENT:

Working Conditions: Tasks may risk exposure to adverse environmental conditions, such as dirt, odors, dust, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic/poisonous agents. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination.

Essential Physical Activities: Stooping, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing, talking, standing, climbing, finger movement, repetitive motions, depth perception. Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent; experience preferred which may include trade courses, apprenticeship and on the job training; or equivalent combination of training experience.
- Must possess and maintain a valid Florida Driver License.
- Must possess Florida CDL (class D) at the date of hire and obtain Florida CDL (class A) within 6 months of employment.