

SHAWNEE COUNTY, KANSAS
Position Description
Mechanic

Position Control Number(s): SW1007, SW1008, SW1010A, SW1100 **FLSA Status:** N

POSITION DESCRIPTION

Under general supervision, this position will perform major/minor mechanical repairs and preventative maintenance tasks on various kinds of gasoline and diesel-powered vehicles and equipment. Performs other duties as required and/or directed by supervisory staff. This position is supervised by the Fleet Supervisor & Assistant Fleet Supervisor

WORK PERFORMED

- 25% Scheduled Services.** Performs scheduled services on vehicles, trucks and equipment. Maintains a clean work area & work environment.
- 20% Mechanical Repairs.** Inspects, diagnoses and repairs mechanical defects in automobiles, trucks, packer bodies and other mechanical equipment.
- 10% Hydraulic Repairs.** Repairs hydraulic systems.
- 10% Brakes.** Replaces all components or adjusts brakes.
- 10% Auxiliary.** Installs auxiliary equipment, batteries, tires, wiring and lighting
- 10% Air Conditioning.** Repairs air conditioning systems on vehicles.
- 5% Welding.** Performs welding, cutting and minor structural repairs
- 5% Miscellaneous.** Other maintenance tasks as required or directed.
- 5% Record Keeping.** Maintains records of repairs made, work orders and time worked.

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KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- The principles and operation of gasoline and diesel engines and hydraulic systems.
- Methods, tools, equipment and materials used in the repair and maintenance of trucks & automobiles.
- Heating and air conditioning systems of vehicles and trucks.
- The general operation of equipment and the safety specifications of each.
- The occupational hazards and safety precautions of the trade.

Ability to:

- Operate mechanical testing and repair devices for servicing and repairing equipment.
- Estimate time and materials needed to complete a job.
- Read mechanical diagrams electrical, hydraulic & air conditioning.
- Utilize automotive computer diagnostic equipment and laptop.
- Make welding and cutting repairs
- Follow oral and written communication
- Communicate effectively, both orally and in writing, using the English language.

Skill in:

- Locating and correcting defects and keeping all equipment in workable order at all times.
- The use of all standard tools and equipment to diagnose defects and repairs.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting	X				Driving	X			
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing			X		Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-65 lbs.			X		Around Moving Machinery	X			
ARMS					Lifting-Up to 120 lbs.	X				Driving Automotive Equipment	X			
Reaching			X		Carrying			X		Exposure to Dust, Gases and Fumes			X	
Lifting-60 lbs.			X		Jumping			X		Cramped Body Position			X	
Lifting-Up to 120 lbs.	X				Twisting			X		Sustained Positions			X	
Pushing/Pulling			X		Squatting			X		Noise Levels (Excessive)				X
Carrying			X		Turning			X		Electrical Hazards		X		
Throwing	X				LEGS/FEET					Slippery Surfaces	X			
EYES					Walking			X		Work Above Ground	X			
Near Vision			X		Standing			X		Work Below Ground	X			
Far Vision			X		Sitting	X				Irregular Surfaces			X	
Color Vision			X		Carrying			X		Moving Objects	X			
VOICE					Climbing			X		In High Volume Traffic	X			
Talking			X		Jumping			X		Exposure to Marked Changes in				
EARS					Turning			X		Temperature and Humidity	X			
Hearing			X		Lifting-65 lbs.			X						
					Lifting-Up to 120 lbs.	X								

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EQUIPMENT USED

Personal Computer	Welder	Floor Jack
Printer	Air Tools	Vehicle/Fork/Pallet Lift
Telephone	Test Equipment	
Hand Tools	AC Recovery Unit	

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Must be eighteen (18) years of age.

Four (4) years' experience as a heavy equipment mechanic within the past eight (8) years. Two (2) years related vocational training may be substituted for the required experience on a year-for-year basis.

Valid Kansas Class B Commercial Driver's License (CDL) with tanker endorsement and eligible to operate a County-owned vehicle (HR-2005-7). If a valid Kansas Class B CDL is not available, a valid Driver's License and proof of having passed the Kansas Class B Commercial Driver's License examination.

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five years old; No more than two at fault or chargeable accidents on their driving record that are less than five years old; No more than two traffic infractions (speeding, failure to yield right of way, etc.) that are less than one year old.

SPECIAL REQUIREMENTS:

Required to pass a pre-employment/periodic CDL physical(s)/drug screen(s) and a review of driving record.

Frequently required to lift up to 60 pounds.

A valid Kansas Class B Commercial Driver's License 1 month of hire date (if not available at the time of hire).

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 03/05
Revision History: 04/13