

SHAWNEE COUNTY, KANSAS
Position Description
Mechanic

POSITION NUMBER: SW1007, SW1008, SW1009,
SW1010A, SW1049, 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. Maintain 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.

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.
- General operation of equipment and the safety specifications of each.
- Occupational hazards and safety 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.
- Maintain required records.

Shawnee County Position Description

Mechanic (SW1007, SW1008, SW1009, SW1010A, SW1049, SW1100) – TO BE VERIFIED

- Follow oral and written instructions.
- Communicate 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-60 lbs.			X		Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping			X		Exposure to Dust, Gases and Fumes			X	
Lifting-60 lbs.			X		Twisting			X		Cramped Body Position			X	
Pushing/Pulling			X		Squatting			X		Sustained Positions			X	
Carrying			X		Turning			X		Noise Levels (Excessive)				X
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting	X				Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces			X	
VOICE					Climbing			X		Moving Objects	X			
Talking			X		Jumping			X		In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-60 lbs.			X			X			

EQUIPMENT USED

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

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 no CDL is available, a valid Kansas Driver’s License and proof of having passed the Kansas Class B Commercial Driver’s License examination.

Shawnee County Position Description

Mechanic (SW1007, SW1008, SW1009, SW1010A, SW1049, SW1100) – TO BE VERIFIED

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 (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

As of December 13, 2014, all staff currently classified as a Mechanic shall be grandfathered under the previous classification's qualifications.

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

Required to lift sixty (60) pounds.

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

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: 02/15
Revision History: