

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Auto Mechanic III**

**POSITION  
NUMBER:**

**SH1157A, SH1159B**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this position is a high workload position with little or no down time. This position performs maintenance, repairs and equipment installation/repair on over 150 pieces of agency owned vehicles as well as other agencies such as Emergency Management, DA Office, and United States Marshall Services and other county and state agencies as needed. This includes cars, light trucks, small engine equipment, mowers, trailers, generators, ATV/UTVs and other off road equipment. This position is supervised by the Fleet Supervisor.

Activities included but not limited to.

- Diagnosing operating problems on a variety of vehicles and perform operational checks on engines; its major supporting systems, parts, components, assemblies; including emissions systems, electrical, computer and electronic controlled components.
- Performing various computerized and electronic diagnostic tests using specialized equipment; interprets trouble codes and other information from electronic scanners and test analyzers; uses reference materials such as service manuals and wiring schematics to determine operational difficulties, drivability problems and evaluates performance efficiency.
- Conducting visual and auditory vehicle inspections, road calls and road tests before and after maintenance and repairs; annotates vehicle problems on work orders.
- Providing technical guidance and instructions to mechanics and technicians from other County departments on more difficult repairs and in the use of specialized computer-aided diagnostic equipment.
- Performing maintenance and repairs resulting from normal preventive maintenance inspections. Such as engine tune-ups; removing, replacing, adjusting, cleans parts, components, assemblies and accessories; uses a variety of specialized test equipment to adjust systems and components to prescribed operating tolerances.
- Repairing and replacing major components including engines, transmissions, differentials, brake systems, power assist units, steering and suspension assemblies.
- Installing emergency vehicle equipment such as light bars, surface mounted LED warning systems, siren speakers, light and siren controllers, RADAR systems, two-way radios (conventional and trunked), transport systems, in-car video systems, mobile computer, and K-9 heat alert/deployment systems. This includes building the wiring harness, proper termination of cable ends, and integrating these systems in to the vehicles OEM wiring allowing the operator to utilize all of the available functions and to increase the ease of use.

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- Diagnosing and repairing emergency vehicle equipment. Replacing failed internal components of RADARS, light bars, controllers, in car video systems, wiring, and circuit protection.

#### **WORK PERFORMED**

- 30% Repairs.** Locates and examines defects in automotive equipment. Makes mechanical repairs. Disassembles and repairs or replaces worn parts. Repairs and replaces electrical wiring. Transports vehicles to outside repair facilities for warranty repair or outside repairs
- 25% Maintenance and inspections.** Performs standard vehicle maintenance including, but not limited to: changing oil; changing, repairing, mounting and balancing tires; lubricating suspensions; inspecting and replacing filters; checking and filling fluid levels.
- 25% Installation and repair of equipment.** Installs, services, diagnose and repairs emergency vehicle equipment and related equipment including, but not limited to, light bars, in-car video, two-way radio, light and siren controllers, K-9 deployment systems, antenna systems, LED warning lights, prisoner transport systems, and mobile computers.
- 5% Cleaning.** Cleans shop area.
- 5% Inventory and Purchasing.** Purchases parts and supplies. Picks up and returns parts to vendors. Assists with inventory.
- 5% Paperwork.** Prepares necessary work orders. Keeps required records.
- 5% Safety.** Reviews current and updated safety regulations.

#### **KNOWLEDGE, ABILITIES AND SKILLS**

##### **Knowledge of:**

- The standard practices, methods, tools and equipment of the general automotive mechanic trade.
- The operating principles and mechanics of internal combustion engines.
- The general operation of equipment and the safety specifications of each.
- The occupational hazards and safety precautions of the trade.
- Parts suppliers and their prices.
- Electrical theory and operation.
- Automotive HVAC systems

##### **Ability to:**

- Diagnose repair needs.
- Maintain a safe working environment.
- Make estimates of time and materials needed for automotive repair work.
- Determine whether replacement of parts is more economical than making the indicated repairs.
- Maintain required records.
- Follow oral and written instructions
- Fabricate components for vehicle installations.

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- Communicate effectively, both orally and in writing, using the English language.
- Be able to read and understand technical drawings, datasheets, wiring diagrams, and Written work instructions
- Maintain favorable public relations.
- Solider and de-solder electronic components and surface mounted devices

**Skill in:**

- Locating and correcting defects in automotive equipment.
- The care and the use of the standard tools and equipment of the trade.
- The operation of the machines and equipment used in testing, repairing and adjusting automotive equipment.
- Electrical Repair

**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 |
|-----------------|---|---|---|---|-------------------|---|---|---|---|-----------------------------------|---|---|---|---|
| <b>HANDS</b>    |   |   |   |   | <b>BODY/TRUNK</b> |   |   |   |   | <b>OTHER</b>                      |   |   |   |   |
| Reaching        |   |   | X |   | Sitting           |   | X |   |   | Driving                           |   | X |   |   |
| Pushing/Pulling |   |   | X |   | Bending           |   |   | X |   | High Elevation                    | X |   |   |   |
| Climbing        | X |   |   |   | Reaching          |   |   | X |   | Unprotected Heights               | X |   |   |   |
| Throwing        | X |   |   |   | Lifting-70 lbs.   |   | X |   |   | Around Moving Machinery           |   |   | X |   |
| <b>ARMS</b>     |   |   |   |   | Carrying          |   |   | X |   | Driving Automotive Equipment      |   |   | X |   |
| Reaching        |   |   | X |   | Jumping           |   |   | X |   | Exposure to Dust, Gases and Fumes |   |   | X |   |
| Lifting-70 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 |   |   |   | <b>LEGS/FEET</b>  |   |   |   |   | Electrical Hazards                |   | X |   |   |
| <b>EYES</b>     |   |   |   |   | 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 |   |   |
| <b>VOICE</b>    |   |   |   |   | Climbing          |   |   | X |   | Moving Objects                    |   |   | X |   |
| Talking         |   |   | X |   | Jumping           |   |   | X |   | In High Volume Traffic            |   |   | X |   |
| <b>EARS</b>     |   |   |   |   | Turning           |   |   | X |   | Exposure to Marked Changes in     |   |   |   |   |
| Hearing         |   |   | X |   | Lifting-70 lbs.   |   | X |   |   | Temperature and Humidity          |   |   |   | X |

**EQUIPMENT USED**

|                   |                          |                   |                 |
|-------------------|--------------------------|-------------------|-----------------|
| Personal Computer | Hand Tools               | AC Recovery Unit  | Pneumatic tools |
| Printer           | Welder                   | Floor/Wheel Jacks | Plasma cutter   |
| Telephone         | Vehicle/Pallet/Fork Lift | Testing Equipment | Tire machines   |

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**MINIMUM QUALIFICATIONS**

- High School Diploma or GED Certificate.
- Eight (8) years' experience in automotive mechanic repair work. Two (2) years' related vocational training from an accredited vocational school may be substituted for the required experience on a year-for-year basis.
- Must be eighteen (18) years of age.
- Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).
- 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**

- Required to pass a background investigation, polygraph testing, pre-employment physical and drug screen.
- Required to lift seventy (70) pounds.
- A Credit Report Disclosure and Consent form and Authorization for Release of Personal Information must be completed and returned with the Application for Employment.

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.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 07/16  
Revision History: 08/23