

SHAWNEE COUNTY, KANSAS

Position Description

Mechanic

POSITION NUMBER: PW1022, PW1023, PW1024, PW1025, PW1026 **FLSA STATUS:** N

POSITION DESCRIPTION

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

WORK PERFORMED

- 25% Scheduled Services.** Performs scheduled services on large and small vehicles, heavy construction equipment and agricultural equipment. Maintain a clean work area & work equipment.
- 20% Mechanical Repairs.** Inspects, diagnoses and repairs mechanical defects in heavy trucks, graders, rollers, street sweepers, mowers, tractors, passenger vehicles and other mechanical equipment.
- 10% Hydraulic Repairs.** Repairs hydraulic systems on heavy construction equipment, agricultural equipment, heavy trucks, passenger vehicles and other related equipment.
- 10% Brakes.** Replaces or repairs all brake components and perform brake adjustments.
- 10% Auxiliary.** Installs auxiliary equipment, batteries, tires, wiring and lighting.
- 10% Air Conditioning.** Repairs air conditioning systems on large and small vehicles, heavy construction equipment and agricultural equipment.
- 5% Record Keeping.** Maintains records of repairs made, work orders and time worked.
- 5% Welding.** Performs welding and structural repairs.
- 5% Miscellaneous.** Other maintenance tasks as required or directed.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The principles and operation of gasoline and diesel engines.
- Methods, tools, equipment and materials used in the repair and maintenance of motorized construction equipment, agricultural equipment, trucks, automobiles and small engines.
- Heating and air conditioning systems of vehicles and equipment.
- General operation of equipment and the safety specifications of each.
- Occupational hazards and safety of the trade.

Ability to:

- Work well with others
- Operate mechanical testing and repair devices for servicing and repairing equipment.
- Estimate time and materials needed to complete a job.
- Read mechanical, electrical, hydraulic and air conditioning diagrams.

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- Utilize automotive computer diagnostic equipment and laptops
- Make welding and cutting repairs.
- Maintain required records.
- 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				
Hearing			X		Lifting-60 lbs.			X		Temperature and Humidity		X		

EQUIPMENT USED

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

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Must be twenty-one (21) years of age.
- Four (4) years' experience as a heavy equipment, agricultural equipment mechanic within the past eight (8) years. Experience with small engines preferred. Two (2) years related vocational training may be substituted for the required experience on a year-for-year basis.

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- Valid Kansas Class B Commercial Driver's License (CDL) with tanker endorsement 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 pre-employment/periodic CDL physical(s)/drug screen(s) and a review of driving record.
- Required to lift sixty (60) pounds.

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: 01/05
Revision History: 01/25