

## TAMA COUNTY MECHANIC JOB DESCRIPTION

**Department:** Secondary Roads

**Title:** Mechanic

**FLSA:** Non-exempt

**Reports to:** Shop Foreman

**Date:** 10/10/2023

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### **Position Summary:**

Under the direction of the Shop Foreman, is responsible for diagnosing, repairing and maintaining a variety of mechanical, hydraulic and electrical systems on light and heavy-duty gasoline and diesel power driven highway construction and maintenance equipment.

### **Essential functions:**

- Must be able to lift 100 pounds.
- Must be able to climb, stoop, squat, kneel, walk, push, crouch, crawl, pull, reach, grasp, bend and stand.
- Must be able to safely use the various mechanics hand tools.
- Must be able to safely use the various electric, air, and hydraulic shop tools.
- Must possess Class A CDL with an air brake endorsement or ability to acquire same within six (6) months of employment
- Read, speak and understand English, including technical literature related to equipment and shop tools.

### **Working Environment:**

The mechanic works primarily at the County Maintenance facility. While most work is performed inside the shop area, repairs are made in the field when necessary. Field work is performed during all types of weather and maybe on a work site with other hazards. The work requires significant mobility and agility to complete repairs. The work also requires contact with several corrosive solvents and cleaning solutions, hazardous substances such as battery acid, and the inhalation of exhaust. The position involves considerable physical activity with exposure to safety hazards normally associated with repair work accomplished on light and heavy-duty equipment.

### **Duties:**

- Perform skilled mechanic duties involving troubleshooting, diagnosing and repairing gasoline and diesel powered automotive, heavy and light construction and other power-driven equipment.
- Inspect, diagnose, repair and adjust a variety of systems on light and heavy equipment and vehicles including computer control systems, fuel injections systems, anti-lock brake systems, electrical systems, hydraulic systems, air conditioning systems, fuel management systems, transmissions, steering and suspension components, clutches and engine sensors.
- Perform preventive maintenance inspections on all departmental equipment, diagnose problems and determine extent of necessary repairs; perform routine preventive maintenance.
- Overhaul, repair and adjust engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps; fit and adjust bearings; install axles and wheels.
- Diagnose, maintain and repair electrical system components, ignition systems, alternators, high voltage power generators, starters and batteries.
- Diagnose and repair front and rear drive axles, drive train components, belts, gears and chain drives.
- Replace or repair faulty parts, including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.

- Tune up engines by replacing ignition parts, recondition and adjust carburetors, fuel injection systems and propane fuel systems; repair and maintain emission control systems.
- Repair, adjust and replace brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors, and hydraulic and air brakes.
- Weld, fabricate and assemble parts and equipment for County equipment.
- Measures parts and assemblies using appropriate tools and compares measurements against specs or standards.
- Skilled use of all shop tools and equipment necessary to operate a complete county maintenance facility.
- Maintains accurate records of work performed, including records that are required to accurately reflect parts and supplies inventory,
- Installs various components such as truck bodies, lights, radios, mirrors and related parts; and repairs and replaces jacks, pumps, cylinders, chainsaws and related power-driven equipment.
- Changes and repair tires, installs batteries, changes oil and lubricates equipment according to manufacturer's recommendations; replaces filters, belts, hoses, pulleys and related equipment.
- Must be able to interpret service and repair manuals, diagrams and charts, including cross matching parts numbers with replacements.
- Prepares new equipment for service.
- Ability to perform heavy manual labor under adverse physical conditions and in rather inaccessible locations.
- Performs other duties as assigned by the Shop Foreman.
- May operate road construction and maintenance equipment, including motor grader, scraper, backhoe, end loader, and bulldozer to move earth, gravel, debris, pipes, concrete, culverts, planks and related materials to trucks and other conveyances for relocation and/or disposal as indicated. Operates trucks including tractor-trailers for the transportation of materials and equipment.
- During emergencies or other designated periods, may perform maintenance, equipment operations and related tasks as assigned by the Load Mechanic.

**Required Education:**

- Comprehensive knowledge of the following: operating principles of diesel and gasoline electronic engines; transmissions; electronic/electrical systems; vehicle and equipment computer systems; suspension and steering systems, anti-lock brakes, heating and air conditioning systems, hydraulic systems, and fuel injections systems.
- Extensive knowledge of the practices, methods, tools, and materials used in the troubleshooting and repair of vehicles and heavy-duty equipment.
- Skill in the use of power tools and equipment used in maintenance of vehicles and equipment.
- Graduation from high school, or GED required. Satisfactory completion of a recognized trade or vocational school program in heavy equipment repair and/or ten years of experience in the repair and maintenance of light duty vehicles and heavy-duty equipment. A combination of education and experience which demonstrates the ability to perform the essential functions of this position may be considered.
- Must possess and maintain a valid Class A CDL with an air brake endorsement or ability to acquire same within six (6) months of employment.
- Pre-employment drug screen will be required along with ongoing participation in the employer's drug testing program. Ability to respond to emergency situations and report within 30 minutes to the main shop.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

All requirements are subject to possible modification to reasonably accommodate qualified individuals/employee(s) with disabilities. Prospective employee(s) and incumbents are encouraged to discuss possible accommodation with the county.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position.

**I have read and understand the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of this position, the Employer reserves the management right to revise the functions and duties of the position, or to require that additional or different work tasks be performed as conditions warrant. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment, nor alter my status as an “at-will” employee. I have the right to end my employment at any time and for any reason, and the Employer has a similar right.**

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Employee's signature

Date

Department Head

Date

**Tama County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the Employer as conditions warrant.**