

**ARCHULETA COUNTY, COLORADO**

**JOB DESCRIPTION**

**CLASS TITLE:** Mechanic I

**DEPARTMENT:** Public Works

**FLSA STATUS:** Non-Exempt

**JOB SUMMARY:**

Performs routine preventative maintenance, repairs faults listed on driver vehicle inspection report, replaces & repairs tires, diagnose and repair various vehicles and equipment. Maintains/organizes the fleet shop and documents parts and labor.

**SUPERVISION RECEIVED**

Receives direct supervision from the Fleet Supervisor

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS:**

*The duties described herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The administration retains the right to modify or change the duties or essential functions of the job at any time.*

Performs a variety of routine preventative maintenance and light diagnostics assigned by the Fleet Supervisor. Tasks include daily vehicle inspection reports, routinely greasing all vehicles, light electrical diagnostics, changing oil and filters, and washing all county equipment.

Performs specialized maintenance tasks such as repairing, replacing, rotating, and inspecting all lights, breaks, belts, and tires on county vehicles and equipment.

Perform a thorough inspection on all vehicles and reports findings to immediate supervisor.

Inspects, removes, and replaces cutting edges when below specification on motor graders/plows in the field or shop.

Assist mechanics as needed.

Performs snow removal and flood and wildfire control.

Maintains shop equipment and work site to ensure a clean and safe working environment.

Maintains inventory of parts, fuel, oil, filters, tires, and other supplies as assigned. Assists in stocking inventory by placing and picking up orders.

Maintains accurate maintenance, labor, and supply records.

**OTHER DUTIES**

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.

**Education -** Equivalent to the completion of the twelfth grade. Vocational training in automotive mechanics preferred.

 **Experience -** One to two years of experience in a directly related field or in the

 performance of similar duties and responsibilities.

**Licenses and Certifications:** - Possession of and ability to maintain a Colorado Driver’s

Liscense.

**KNOWLEDGE, SKILLS AND ABILITIES:**

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Knowledge of:

Vehicle and equipment maintenance techniques and practices.

Proper tire maintenance and repair techniques.

General operation of automotive and light, medium, and heavy construction equipment.

Safe operation of a variety of hand and power tools.

Practices and procedures to meet accepted quality and safety standards.

Ability to:

Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

Perform duties independently without close supervision.

Operate and move vehicles and equipment as needed.

Maintain and repair assigned vehicles or equipment to meet service deadlines and established performance standards and objectives.

Operate and communicate on two-way radios.

Understand and follow written and verbal instructions.

Pass random drug and alcohol testing.

Provide and maintain proper hand tools to perform job requirements.

**TOOLS AND EQUIPMENT USED:**

**PHYSICAL DEMANDS*:***

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.

Ability to read and understand technical service manuals and related materials and gauges as required for the performance of the job.

Requires hearing for warning signals, radios, and diagnostic equipment.

Requires frequent use of both hands and manual dexterity to operate hand and power tools, vehicles, and equipment. Requires a full range of body movement including frequent pulling/pushing, reaching, bending/stooping, kneeling, squatting, and twisting to utilize tools, inspect vehicles and equipment, perform maintenance, and negotiate around equipment.

Requires ability to receive/exchange written and/or verbal instructions.

Requires ability to frequently lift and carry supplies and equipment up to 50 pounds.

Incumbent is regularly on-call for work related situations including snow removal and flood and wildfire control.

**WORK ENVIRONMENT:**

*The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job.*

Work is conducted in both an indoor shop and outdoor field environments. Incumbent experiences frequent exposure to all types of weather conditions, dust, solvents, grease and oils. Frequently required to travel to other County office locations or work sites. Incumbent is occasionally required to work outside normal work hours in the performance of duties.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

 *In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

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Employee Signature Date