

# ROSCOMMON COUNTY ROAD COMMISSION

## JOB DESCRIPTION

**Title: Mechanic**

**FLSA: Non-Exempt**

GENERAL SUMMARY: Under the supervision of the Foreman, works as a mechanic repairing or replacing parts and making mechanical adjustments on a wide range of motors and mechanical and hydraulic equipment. Work includes welding, wiring, motor and transmission overhaul, installation of special equipment, and maintaining all the equipment used by Commission personnel to construct and maintain the county's roads and rights-of-way and/or garage equipment and buildings.

ESSENTIAL DUTIES:

1. Performs repairs such as small engine, gas and diesel engine tune-ups, hydraulic, air and ABS brakes, wiring, and making and replacing hoses (hydraulic and water).
2. Mounts, dismounts, repairs, and replaces tires.
3. May attend training sessions on various repair procedures on or away from Commission property when authorized.
4. Repairs, rebuilds, and/or replaces:
  - a) Engines ranging from small chainsaw to large tractor diesels.
  - b) Major power train components such as transmissions, differentials, transfer cases, clutches and drive shafts.
  - c) Major hydraulic components on large shovels and graders such as hydraulic cylinders, valves, valve banks and pumps.
  - d) Steering components such as power steering, tie rods, steering gear boxes, drag links and idler arms.
  - e) Brake shoes, hydraulic cylinders, air brake chambers, and valves.
  - f) Carburetor, alternators, starters, distributors, generators, solenoids, injectors and injector pumps.
  - g) Electric diagnosis such as brakes, engines, etc.
5. Installs on equipment, as necessary, items such as snow plow frames and sanders, underbody scrapers, wiring including lights, and hydraulic systems.
6. Diagnosis of actual causes of malfunction.
7. Performs engine tune-ups and maintenance work such as replacement of distributor points, spark plugs, fuel filters, exhaust systems, and air pollution

equipment.

8. Make service calls in the field, returns vehicle to the garage for repair or otherwise assists equipment needing help.
9. Uses welding and braising equipment to fabricate new or repair old equipment such as snow plows, graders and paint equipment and trucks. Occasionally performs body work having to do with sheet metal, doors, windows, cabs and other metal parts. This to include stainless steel, aluminum, etc..
10. Fills out time cards and work orders to keep records of time and materials on each job assignment. Updates equipment maintenance and/or repair records.
11. Obtains approval of Foreman concerning replacement of major or expensive parts and performance of any major operation.
12. Operates a variety of equipment/vehicles, checking or test driving to diagnose problems or verify adequate work was performed and proper running condition restored.
13. Performs other duties as assigned such as plowing, salting, sanding, hauling.
14. The duties stated above are intended to describe the essential functions being performed by people assigned this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified. Employees may be asked by supervisors to perform other duties from time to time.

**JOB QUALIFICATIONS:** The following qualifications are normally required to enable job holders to perform the essential functions of the job:

1. Must be State Certified in any or all of the following Heavy-Duty Truck repair categories:
  - a. engine repair, gasoline
  - b. engine repair, diesel
  - c. drive train
  - d. brakes and braking systems
  - e. suspension and steering systems
  - f. electrical systems.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job will be considered.

2. Must be familiar with operation of all equipment and possess a Class A CDL with the N and T endorsements; except for employees with CDL's obtained prior to 11/1/93 while employed by the RCRC.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidate whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

Must be able to read, comprehend, and apply information from service manuals, trouble shooting charts, etc. Must be able to write to maintain accurate records of time and materials used along with the amount of service provided on each job.

While performing the duties of this job, the employee is frequently required to drive a motor vehicle, use hands to finger, handle, feel or operate objects, tools or controls, reach with hands and arms, talk and hear. The employee is routinely required to climb, balance, stoop, kneel, crouch, crawl, bend, twist, and turn. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee may be required to lift or move 50 pounds without assistance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Work is performed in a garage setting, in a work vehicle, or outdoors. The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to very cold, very hot, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

The job description does not constitute an employment agreement or contract between the employer and the employee. The employer has the right to revise this job description at any time.

Revised 9/15/05