

TALLADEGA COUNTY COMMISSION



POSITION: SKILLED MECHANIC
DEPARTMENT: Talladega County Highway Department
GRADE: J
FLSA: Non- Exempt

OVERVIEW: Under general supervision, performs preventative maintenance services, inspects, diagnoses, and repairs vehicles and equipment.

ESSENTIAL DUTIES:

- Complete repair and maintenance of County vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related
- Maintains records on maintenance activities and documents identified problems
- Diagnoses basic mechanical problems and repairs or replaces defective parts
- Performs routine preventative maintenance services on County vehicles and equipment
- Completes fabrications on vehicles and designs and builds specialized items
- Delivers and picks up County vehicles and equipment when outside service is required
- Documents all parts and inventory items used in services on County vehicles and equipment
- Orders and picks up parts
- Inspects, tests and repairs vehicle electrical charging systems such as alternators, regulators and batteries
- Performs service calls for stalled vehicles as needed
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use
- Installs specialized components to heavy equipment used in County operations; performs structural and equipment repair and maintenance and repair
- Completes fabrications on vehicles and designs and builds specialized items as requested
- Other duties as assigned from time to time

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Completion of 2-year automotive trade school, preferred but not required
- Minimum of two years paid experience repairing and maintain heavy equipment and vehicles as well as small engine repair
- Any equivalent combination of education and experience
- CDL issued by the State of Alabama, preferred but not required

MINIMUM SKILLS AND ABILITIES:

- Thorough knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles and heavy equipment
- Thorough knowledge of principles, practices and operations of internal combustion engines, both gasoline and diesel
- Thorough knowledge of electronics and computer systems in automotive vehicles and equipment
- Thorough knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair
- Thorough knowledge of the servicing and repair of air brakes and systems

- Thorough knowledge of power steering and automotive air conditioning controls and systems
- Thorough knowledge of both manual and automatic transmission operations and repair
- Thorough knowledge of differential assembly repair and maintenance
- Thorough knowledge of repair methods of suspension systems
- Thorough knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations
- Thorough knowledge of gas and arc welding
- Skill in the safe use and maintenance of tools employed in all phases of vehicle and heavy equipment maintenance and repair
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repairs needed
- Ability to read and follow wiring and related diagrams
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

SUPERVISORY CONTROLS:

- This position has no supervisory duties.
- This position receives supervision from the Vehicle Maintenance/Inventory Specialist which establishes objectives, priorities and deadlines. May also receive direction from the County Engineer and other designated staff.

WORK ENVIRONMENT:

- Work is performed in a shop environment, but may also be performed in all weather conditions outdoors
- Potential hazards include working near or with heavy tools, moving machinery, chemical substances, fumes, dust, dirt, and loud noises.
- Good safety practices in all conditions are mandatory. The nature of the work also means that mechanics will be handling greasy and dirty parts.

REQUIRED PHYSICAL ABILITIES:

- Occasional lifting and carrying of 10-100 lbs may be necessary when performing repairs to equipment both in the shop, yard, and in the field.
- May be required to enter tight spaces or other areas by the use of ladders or other access devices
- Physical activity including long periods of standing, squatting, kneeling, reaching or similar activities may be necessary
- Sufficient vision, hearing, and other powers of observation, with or without reasonable accommodation, which permits the employee to observe work environment and exercise sound judgement in applying appropriate safety measures

- Travel may be required to the field to conduct repair work
- Sufficient clarity of speech, hearing, vision, manual dexterity, personal mobility and physical reflexes with or without reasonable accommodation

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **SKILLED MECHANIC**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Signature _____