

JOB TITLE: Mechanic

MT/4

DEPARTMENT: Maintenance, Rutherford County

JOB SUMMARY: This position is responsible for repairing and maintaining a variety of vehicles and equipment.

MAJOR DUTIES:

- o Performs engine, exhaust, steering, electrical, air conditioning, and brake repairs on a variety of vehicles and equipment.
- o Conducts scheduled preventive maintenance functions, including checking the condition and operation of batteries, tires, lights, transmissions, exhaust systems, and brakes.
- o Performs vehicle and equipment maintenance procedures such as tune-ups, oil and filter changes, and heating and air conditioning repair; checks fluid levels.
- o Diagnoses vehicle malfunctions; communicates with vehicle and equipment operators to determine problems.
- o Diagnoses mechanical problems, determines required repair or replacement of parts and initiates repair.
- o Refaces valves and seats, grinding, assembling and adjusting them.
- o Installs rings and bearings and effects proper adjustment.
- o Overhauls and repairs carburetors and clutches.
- o Performs selected repairs and replacements on diesel-driven equipment.
- o Repairs and overhauls brakes, ignition and fuel systems, transmissions, differentials, and front and rear axel assemblies.
- o Tunes motors using standard testing equipment.
- o Refaces brake drums and relines brakes.
- o Does electrical work on automotive equipment such as troubleshooting electrical problems and repairing or replacing defective parts, repairing and adjusting lights, and repairing generators and starters.
- o Performs emergency repairs on vehicles as necessary.
- o Prepares work reports, including labor and parts used for each job.

- o Keeps shop area clean and clear of debris; maintains assigned tools.
- o Welds and fabricates parts and equipment modifications.
- o Operates a field service truck as needed.
- o Reviews repairs made by outside vendors.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the methods, materials, tools, and techniques used in the repair of automotive passenger cars, trucks, construction and maintenance equipment.
- o Knowledge of preventive and corrective maintenance procedures.
- o Knowledge of the operating principles and mechanical repair of gasoline- and diesel-powered engines.
- o Knowledge of air-conditioning repair and reclamation procedures.
- o Skill in diagnosing defects in automotive equipment.
- o Skill in operating a variety of hand and power tools.
- o Skill in repairing automotive equipment.
- o Skill in operating a welder and cutting torch.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Central Garage Supervisor assigns work in terms of general instructions. Completed work is spot-checked for accuracy, compliance with procedures, and the nature and propriety of final results.

GUIDELINES: Guidelines include supervisory instructions, preventive maintenance worksheets, and operating, maintenance, parts, and repair manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in automotive and equipment maintenance and repair. The number of automobiles services contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to maintain and repair county vehicles and equipment. Successful performance helps ensure that county vehicles and equipment are properly maintained and ready for use

PERSONAL CONTACTS: Contacts are typically with co-workers and other county employees.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed outdoors and in a garage. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as masks or goggles.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.