



Delaware County

This document is used to provide a basic description of essential duties and other work elements

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| Job Title: Mechanic | |
| Department: Highway | Position Fund Account No.: |
| Division: Garage | Job Category: LTC |
| Work Schedule: Winter (October-March): 7:00 AM – 3:00 PM, M-F; Summer (April-September): 6:00 AM – 4:00 PM, M-Thurs | Job Grade: |
| Reports to: Garage Foreman | Status: Full-time |
| FLSA Status: Non-exempt (OT eligible) | Effective Date: December 2023 Re-evaluation Date: |

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Mechanic for the Delaware County Highway Department, responsible for maintaining and repairing department equipment and vehicles.

DUTIES:

Performs adjustments, preventative maintenance, and repairs on department equipment, tools, and vehicles as assigned, including, but not limited to, oil and filter changes, tune-ups, and brake jobs either at the site of breakdowns or upon towing vehicles and equipment to county garage as appropriate.

Operates equipment and vehicles to analyze malfunction, including observing, listening, and identifying problem source and solution.

Removes and rebuilds and repairs various parts as needed, including engines, transmissions, rear ends, brakes, lights, and hydraulics. Performs various mechanical trades in repairing and fabricating parts, such as welding, torch cutting, and machining.

Installs added features on new vehicles and equipment as needed, such as hitches, plow frames, and underbody mounting.

Operates a variety of tools and equipment, such as diagnostic equipment, hammers, screw drivers, wrenches, drills, chain saws, drill press, hammer, air compressor, grinder, tap/die sets, broom, sander, welding equipment, torch cutter, impact wrench, air ratchet, air die grinder, chain hoists, and cranes.

Maintains detailed records of maintenance and repair activity, including work description, parts, and cost.

Maintains clean and orderly work areas, including sweeping removing trash and debris, and returning tools to proper storage locations.

Instructs department personnel regarding proper care and use of trucks and equipment as needed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or HSE.

Thorough knowledge of hydraulic systems, gasoline and diesel engines, and ability to diagnose vehicle and equipment mechanical problems, and perform various mechanical trades in repairing, fabricating, and installing parts and performing routine maintenance.

Thorough knowledge of department and OSHA safety policies and procedures, and ability to properly operate a variety of equipment and tools as assigned, such as diagnostic equipment, hammers, screw drivers, wrenches, drills, chain saws, drill press, air hammer, air compressor, grinder, tap/die sets, broom, sander, welding equipment, torch cutter, impact wrench, air ratchet, air die grinder, tube bender, press brake, iron worker, sand blaster, chain hoists, and cranes.

Ability to read and interpret detailed schematics and technical manuals and trainings.

Ability to physically perform assigned duties.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent interruptions/distractions.

Ability to work with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism.

Ability to provide access to, or maintain confidentiality of, Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to read, understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, weekend and/or evening hours.

Possession of a valid driver's license and a valid Class B Commercial Driver's License (CDL) and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs varied, relatively complex duties with moderate supervision according to general instructions, referring to technical manuals and schematics, and exercising creativity in fabricating parts not commercially available. Incumbent's duties require care and skill to protect tools and equipment and prevent injury to self and others.

Incumbent reports directly to the Garage Foreman.

III. PHYSICAL EFFORT:

Incumbent's duties involve continuous physical exertion, walking/standing for long periods, working in cramped/awkward positions for long periods, close vision, depth perception, hearing mechanical sounds, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, crouching/kneeling, bending, reaching, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties in a garage and periodically outdoors involving frequent exposure to hazards normally associated with auto maintenance and repair, such as heavy equipment, moving parts, noise, dust, grease, fumes, fuels, cleaning chemicals, working on ladders and on top of equipment, extreme temperatures, inclement weather, and traffic. Safety precautions must be followed at all times to avoid injury to self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Mechanic for the Delaware County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor