



BAKER COUNTY

POSITION DESCRIPTION

MECHANIC

DEPARTMENT	ROAD
SALARY RANGE	12
BARGAINING UNIT	SEIU
EXEMPT	NO
REVISION DATE	2019
PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, EDUCATION & DRUG TEST
Signature & Date:	

INTRODUCTION

This classification inspects, diagnoses and performs skilled work in repair, overhaul and maintenance of road maintenance equipment within the road department. Performs duties in areas of purchasing, stocking and supplying an inventory of road equipment parts, supplies and hardware; maintains inventory.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Diagnose equipment problems, inspect, repair, rebuild, overhaul, maintain and test a variety of road maintenance equipment, such as: loaders, tractors, trucks, backhoes, rollers, graders, cats, cranes, etc.
2. Repair transmissions, brake and clutch systems, differentials, gears, hydraulics, carburetor and fuel and electrical systems.
3. Maintain a parts room adequately stocked with automotive and equipment parts, supplies and hardware. Order, purchase and supply parts. Price check items from numerous vendors to ensure most cost effective purchase; return unused parts. Send items to be rebuilt. Charge appropriate accounts. Take physical inventory; keep inventory up-to-date by anticipating needs. Stock shelves.
4. Operate repair equipment such as: grinder, jack, welder, lathe, etc., and various other tools and diagnostic equipment.

5. Perform service maintenance to equipment.
6. Maintain maintenance records and reports, purchase orders and items ordered and received; writes work orders.
7. Give training and instruction to equipment operators in accordance to established operating standards.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Thorough knowledge of standard practices and procedures, materials and equipment used in the maintenance, repairing and overhauling of gas and diesel and light and heavy road maintenance equipment and skill in using the equipment; considerable knowledge of equipment shop safety procedures; considerable knowledge of practices and procedures of public purchasing; reasonable knowledge of parts management system for inventory; reasonable knowledge of automotive and equipment parts, sources of supply; reasonable knowledge of parts supply methods and procedures.

Skill in: Safe operation of equipment and tools; diagnosing equipment problems; record keeping.

Ability to: Communicate effectively in oral and written forms; estimate time and materials for individual projects and manage time efficiently; make adjustments to assure timely completion of assigned work; adjust to priority changes; remain calm and use good judgment during confrontational or high pressure situations; interpret parts books schematics to diagnose equipment problems; coordinate activity of centralized purchasing operations; determine quality of goods against prescribed standards; make decisions independently in accordance with established policies and use initiative and judgment in completing tasks and responsibilities; maintain accurate records; courteously meet and deal effectively with coworkers, vendors, contractors, service and delivery people and salesmen, equipment operators, and the public to give and exchange information, for the purpose of pricing, purchasing and exchanging parts, materials and supplies, exchange of information and to resolve problems.

QUALIFICATIONS

Minimum: Four years progressively responsible work experience in heavy equipment repair which could be a combination of experience and formal training as an apprentice, heavy duty mechanic or as a journey-level heavy duty mechanic. At time of appointment, must possess valid Oregon driver's license. A Commercial Driver's License (CDL) is desirable, but not required.

Preference: Experience in procurement or parts person

Special Requirements: Possession of or the ability to obtain and maintain a valid Oregon driver's license within 90 days of hire date.

SUPERVISORY CONTROLS OF THIS POSITION

This classification works under the general direction of the Roadmaster or Assistant Roadmaster. Recurring routine assignments are independently performed by employee on basis of past experience. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to the employee's discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance to department policy and procedures.

GUIDELINES

Work is performed within established departmental policy and procedure; road maintenance equipment service manuals and reference books; procurement reference materials; equipment and service manuals. parts manuals; union contract agreements; safety rules and regulations. Employee uses independent judgment in interpreting and choosing appropriate guidelines; refers to supervisor in unusual situations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in equipment repair shop areas which involves bending, common exposure to fumes and chemicals, crawling, gripping with hands and fingers, hearing alarms and voice conversation, must be able to lift up to 75 pounds, pulling, pushing, reaching, sitting, standing for long periods of time and walking. A reasonable amount of driving is required which includes heavy trucks. Work is performed in an environment that involves everyday risks or discomforts and sometimes adverse weather conditions requiring safety precautions.