

BANNOCK COUNTY **CLASS SPECIFICATION**

MECHANIC 1

Department: Road & Bridge
FLSA Designation: Non-Exempt

Pay Grade: 8
Effective Date: 2/08, 8/09

Purpose of Class

Performs mechanical maintenance and repair of County fleet vehicles and light equipment; performs related work as required.

Primary Function

The primary function of an employee in this class is to maintain and repair County fleet vehicles and light equipment. The work is performed under the direct supervision of the Shop Foreman. This is an entry-level position. The Mechanic 1, under direct supervision, will gain proficiency maintaining a variety of vehicles and heavy equipment. The principal duties of this class are performed in an automotive shop environment and field environment that may involve exposure to adverse weather conditions, power tools and equipment, and related hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Performs high level maintenance, troubleshooting, safety inspections, and repair work on all gasoline vehicles, light equipment, industrial equipment, and other related equipment;
- Troubleshoots and performs inspections and repairs on hydraulic systems, drive trains, transmissions, suspensions, steering systems, heating and air conditioning systems, ventilation systems, and emissions and related systems;
- Services gasoline vehicles and equipment with fluids and lubricants, performing tune-ups, clutch and brake adjustments, mounting and balancing tires, and servicing front end steering and suspension systems;
- Performs troubleshooting and repair work on sophisticated and technical emergency equipment associated with public safety;
- Performs vehicle body repairs, painting, and touchup work;
- Maintains records on vehicles;
- Evaluates required repair work for completion in-house or by outside vendor;
- Provides emergency field service to disabled vehicles;
- Maintains shop and work area in a neat, clean, and orderly manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices and in accordance with automotive industry standards, policies, procedures, and safety practices.

Other Duties and Responsibilities

- May be assigned to perform duties with other Department crews;
- Performs limited maintenance on diesel vehicles;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Methods, materials, tools, and standard practices of the automotive mechanic's trade, with particular reference to gasoline-powered fleet vehicles and equipment;
- Installation, diagnosis, servicing, and repair of gasoline engines, brake systems, steering and suspension systems, hydraulic systems, lubrication systems, power and transmission systems, vehicle electrical systems, computerized engine controls, and related components and systems;
- Operating and maintenance requirements of light duty and maintenance equipment;
- Fabrication of components in building police cars and other County equipment;
- Federal (OSHA) and County light equipment and automotive repair and maintenance safety principles and practices including the use of air-powered equipment, lifts, and hoists;
- Personal computers and software used for maintenance, diagnostic, and repair functions;
- Recordkeeping procedures.

Ability to:

- Operate mechanical tools and equipment for equipment and automotive repair;
- Repair equipment and automotive engines, electrical systems, drive train and suspension systems, hoses and belts, and specialty parts;
- Inspect equipment and vehicles for common maintenance problems and concerns and monitor fluid levels;
- Operate air-powered equipment and tire break-down equipment;
- Perform engine tune-ups including computerized control systems;
- Read and comprehend equipment and automotive maintenance and repair manuals;
- Operate a personal computer and job-related software;
- Follow written and oral instructions;
- Maintain vehicle and equipment inspection, maintenance, and repair records, reports, and activity logs;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Operate diagnostic and related electronic equipment using program applications appropriate to assigned duties;
- Operate a motor vehicle, including forklift and shop and fuel trucks;
- Communicate effectively both orally and in writing with the public, supervisors, and other County employees.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and advanced technical training is preferred;
- Two (2) years of automotive repair experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications And Requirements

- Idaho drivers license with Class A CDL. Hazardous materials endorsement may be required;
- Basic mechanic tool set with locking toolbox is required. Tools should be sufficient to perform all the required job functions.
- R12 and 134A certification may be required;
- Forklift operator certification may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, and diagnose problems and relay maintenance needs to customers;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, inspect equipment and automotive parts, fluid levels, equipment operation, and make necessary repairs;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of automotive shop tools including hand and power tools, electronic diagnostic and related specialized equipment, and make adjustments to equipment;
- Sufficient personal mobility, flexibility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift/move up to 100 pounds, work under vehicles, in confined spaces, remove and replace parts for repair and replacement, and work in an automotive shop environment.