

Oconto County - Job Description

Job Title: Mechanic
Position #: 30704
Department: Highway
Reports To: Shop Superintendent
FLSA Status: Nonexempt
Pay Classification: Grade I
Work Comp Code: 9413
EEO Code: 02-08
Approved Date: 08/05/2014

SUMMARY

Responsible for repair, service, and overhaul heavy equipment. Complete gas and diesel engine repair. Maintain inventory of parts used. Plow snow, haul gravel, operate loader, and work at hot mix plant as needed and directed. Sets up and operates variety of machine tools, and fits and assembles parts to fabricate or repair machine tools and maintain industrial machines by performing the following duties. Position must furnish their own tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

GENERAL MECHANIC

Repair and maintain all types of vehicles and equipment as used in the County Highway Department. Duties include, but are not limited to, tune-ups; oil changes; grease jobs; replace clutches; repair and overhaul engines, transmissions, and differentials; repair brakes (air and hydraulic); repair, trouble shoot, test starting, charging, and electrical system; repair and sharpen chain saws; repair drive line and PTO shaft; mount and repair hydraulic systems; repair front axle king pin, front and rear springs, and shock absorbers.

Repair and maintain striping machine.

Remove and replace plow, wing, sander, lights, and warning lights on County trucks.

Complete road service on vehicles and equipment at on-site locations.

Move small and large equipment in and out of shop.

Clean shop and equipment; repair lights, and overhead door.

Haul gas and tires to work site as directed/requested.

Maintain inventory of parts used from stock room.

Weld and fabricate with all metals. Weld, cut, hard surface weld, to remove and replace large objects to be repair or replaced.

Make body repairs to vehicles to include, but not limited to: repair or replace damaged panels; sandblast equipment; or paint trucks or construction equipment.

HOT MIX MECHANIC

Remove and replace large electric motor from 46 foot height.

Work on electric components and adjust, test, repair or replace.

Observes and listens to operating machines or equipment to diagnose machine malfunction and determine need for adjustment or repair.

Studies blueprints, sketches, machine parts or specifications to determine type and dimensions of metal stock required.

Measures, marks, and scribes dimensions and reference points on metal stock surfaces.

Dismantles machine or equipment to examine parts for defect or to remove defective part.

Replaces defective part with new part or repairs or reproduces part from various kinds of metal stock.

Assembles and test operates machine to verify correction of malfunction.

Maintains and lubricates machine tools and equipment.

Able to operate a lathe and milling machine in a quality and efficient manner.

Capable of designing and building tools and equipment.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SUPERVISION RECEIVED

Employee receives some guidance and oversight, referring unusual matters to supervisor

QUALIFICATIONS

One year certificate from college or technical school; and three to 12 months related experience and/or training; or equivalent combination of education and experience

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CONFIDENTIALITY

None

CERTIFICATES, LICENSES, REGISTRATIONS

Commercial Driver's License, with all county required endorsements.

MATERIALS AND EQUIPMENT USED

Welder, acetylene torch, hand tools, lathe, forklift, loaders, overhead crane and other equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; move about; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 100 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually very loud.

DISCLAIMER

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.