

Storey County Job Description

Automotive & Equipment Mechanic I

Class Title: Automotive & Equipment Mechanic I
Reports To: Service Manager
FLSA Status: Non-Exempt
Created: 07/01/16
Last Revised: 05/30/18

JOB SUMMARY

Under close and general direction, provides the full-range of routine diagnoses, maintenance, and repair of motor vehicles, commercial vehicles, heavy equipment, and other machines. Assists with welding and fabrication of parts and equipment, body work and painting, and other work related to the field. The position performs duties under normal and emergency conditions, in a shop setting and in the field, and on non-emergency and emergency type vehicles and equipment.

DISTINGUISHING CHARACTERISTICS

This is a apprentice level position in the automotive and equipment repair series. This position performs basic troubleshooting and repair on a variety of motor vehicles and equipment, including emergency vehicles and equipment, and occasionally performs fabrication under supervision and guidance.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Assists with diagnostics, maintenance, repairs, and overhaul work on a wide variety of motor vehicles, light equipment, and heavy equipment including, but not limited to, passenger cars and light pickups, heavy trucks and commercial vehicles, emergency response and fire suppression equipment, street sweepers, tractors, and other equipment.
2. Assists with and performs basic repairs; assists with overhauling gasoline and diesel engines; inspects and replaces minor and major engine components including, but not limited to, heads, valves, pistons, rods, cam and crank shafts, bearings, gaskets, and seals.
3. Assists with the diagnostics, repairs, and overhauling of drivetrain systems including, but not limited to, manual and automatic transmissions, clutches, differential units, transaxles, transfer cases, front and rear axles, four-wheel-drive and all-wheel-drive systems, hydraulic units and systems, pneumatic units and systems; and related components.

4. Assists with the diagnostics, repairs, and overhauling of vehicle chassis systems including, but not limited to, fuel, ignition, exhaust, electrical, electronic, cooling system, hydraulic and air brakes, drivetrain, and other systems on a wide variety of motor vehicles and heavy equipment.
5. May fabricate needed components and makes modifications to all vehicle systems as needed and under close supervision and guidance.
6. May weld using oxy/acetylene, MIG, TIG, and other welding equipment and techniques; solders; performs some body work and paint application under close supervision and guidance.
7. Road tests and otherwise operates vehicles and heavy equipment as related to the position; inspects vehicles in the shop and in the field.
8. Reads and interprets complex manuals, drawings, schematics, and specifications; orders parts required to complete tasks.
9. Uses a wide variety of hand, power, and pneumatic tools, as well as electronic diagnostic tools related to the position; maintains, repairs, and tests tools and equipment.
10. Makes oral and written reports of work performed; completes forms and maintains accurate maintenance records using an automated fleet information system.
11. Contributes to the efficiency and effectiveness of service to customers by offering suggestions and directing or participating as an active member of a work team.
12. Keeps basic records of work performed, timesheets, etc.

SECONDARY FUNCTIONS

The duties listed below are examples of duties which may be performed on an occasional basis as needed during times of emergencies.

1. As needed, may respond to call-out in emergencies, other than normal working hours. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

QUALIFICATIONS

Knowledge of

1. Specialized materials, methods, and techniques used in assigned area of responsibility.
2. Basic mechanical design and fabrication.
3. Basic principles of electrical systems, including computerized induction/ignition systems.
4. Hand, power, and pneumatic tools.
5. Basic principles of vehicle troubleshooting.
6. Operation of vehicles and equipment for diagnostic purposes.
7. Correct English usage including grammar, punctuation, and vocabulary.

Ability to

1. Perform specialized duties in the assigned area of responsibility.
2. Work varying shifts, weekends, and holidays if needed.
3. Assist with diagnosing problems and make repairs in the field on a 24-hour basis.
4. Prepare and maintain accurate records and reports.
5. Safely use hand tools and power equipment related to the work; understand and follow written and oral instructions.
6. Estimate necessary materials and equipment with guidance; work with and without close supervision in standard work situations.
7. Exhibits safe working methods and utilizes safety equipment related to the work.
8. Operate basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office; and other applicable programs and software.
9. Consistently demonstrates positive attitude and progressive actions through the display of professionalism, courtesy, tact, and discretion in all interactions with coworkers, supervisors, and the public.
10. Continue education and training to remain current on latest policies, practices, and required certifications.

LICENSING, EDUCATION & OTHER REQUIREMENTS

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 1. High school diploma or equivalent.
- Must possess and maintain a class A or B commercial driver license (CDL) within 18 months of hire.
- Successful completion of Fire Mechanics Academy or other employer recognized accredited program within 24 months of hire.
- Military experience applicable to the duties of this position may be preferred.
- The ability to pass a criminal background investigation.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- ***Physical Requirements***

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal, handheld electronic device; reach, finger, handle, feel, grasp, and operate hand, power, and pneumatic tools; stand, walk, stoop, bend, kneel, crouch, climb, and crawl in a typical shop setting, and on, over, and under vehicles and equipment, including in confined and awkward spaces; operate a motor vehicle including on rough roads and terrain for extended periods. Strength and stamina to lift and maneuver materials and equipment weighing up to 75 pounds frequently and 100 pounds occasionally. Ability to communicate in-person and via telephone and other communications equipment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

- ***Working Environment***

Work is typically performed indoors and in a workshop type setting where extended work is performed on, over, and under vehicles and equipment. Frequent operation of motor vehicles, commercial vehicles, emergency vehicles, and heavy equipment occurs. Occasional exposure to outdoor conditions such as extreme heat and cold, wet and/or humid conditions. Frequent exposure to dust, grease, and fumes; occasional potential exposure to toxic or caustic chemicals, and to hazardous traffic conditions. May work extended shifts or be called back in emergency situations, and may be placed on standby periodically while off-duty. May work evening, night, weekend, and holiday shifts, depending upon the department to which assigned.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the _____ day of _____, 2018.

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee’s Association AFSCME Comstock Chapter.

Storey County Government

Storey County AFSCME Local Union

Patrick Whitten
County Manager

Tobi Whitten, Union President
AFSCME Comstock Chapter

Austin Osborne
Human Resources Director