

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Mechanic

BAND:	GRADE: 9	SUBGRADE:
DEPARTMENT: Highway	ACCOUNTABLE TO: Maintenance Superintendent	FLSA STATUS: Non-exempt
CLASS SUMMARY: Mechanics are responsible for the troubleshooting, diagnosis, repair and maintenance to all County owned vehicles and equipment. Performs required truck inspections as required by MNDOT. Assists in the maintenance and repair of culverts by performing welding responsibilities. Installs and maintains equipment and radios on all Sheriff department vehicles.		
DISTINGUISHING CHARACTERISTICS: This classification represents the first of a two level classification series of Mechanic. Positions assigned to this classification are considered to be journey level workers responsible for performing the full range of duties and responsibilities typically associated with Mechanic. The classification of Mechanic differs from the Lead Mechanic in that the latter classification serves as a lead worker responsible for coordinating the maintenance and repair of County vehicles and equipment.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Diagnoses, troubleshoots and makes repairs to County owned equipment and vehicles. Determines the nature of the problem, determines the cost effectiveness of the repairs, makes recommendations. Communicates with vendors to order and purchase necessary equipment.	Daily 15%
2.	Performs and conducts major repairs to County owned equipment and vehicles including: <ul style="list-style-type: none"> • Diagnose and make repairs to electronic engine and transmission controls • Diagnose and repair electric-over-hydraulic systems and emergency warning systems. • Installs new electronics and equipment in County vehicles (e.g. radios, light bars, sirens, communications.) • Diagnose and repair light and heavy equipment anti-lock brake systems • Diagnose and perform light and heavy duty suspension repairs • Perform some painting of automotive parts and bodies • Steering, ball joint and front end alignments • Diagnose and repair gas and diesel fuel delivery systems 	Weekly 40%

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Conducts scheduled preventive maintenance, repairs and routine service to all County equipment and vehicles including: <ul style="list-style-type: none"> • Lubrication, filters, belts, coolants, etc. • Emergency generator, 30 KVA • Changes and balances tires • Services saws, mowers, mixers or other equipment in need of service/repair 	Daily 25%
4.	Conducts MNDOT required truck inspections. Examines and inspects brakes, lighting, frames, steering, tires, trailers. Maintains accident, repair and service records on all County vehicles.	Monthly 5%
5.	Performs welding and makes repairs to bridges, culverts or equipment. Repairs bridge rails and hook culverts; welds boxes and frames on equipment. Fabricates parts, if needed.	Varies 10%
6.	Assists in ordering parts and supplies needed to make repairs or to maintain inventory levels within the shop.	Daily 5%
7.	Assist in snow and ice removal, including the operation of trucks, motor graders, wings, and heavy equipment	As necessary
8.	Performs other duties of a similar nature or level.	As Required

Knowledge (position requirements at entry):

Knowledge of:

- Major mechanical repair and diagnostic procedures for automotive, truck and heavy equipment;
- Hydraulics and electrical systems, transmissions, diesel and gas engines and drive trains;
- Automotive and truck computer systems, electronics and wiring;
- Welding methods and techniques;
- Metric and U.S. Standard measuring systems
- Basic mathematical skills as generally acquired through the completion of high school or equivalent coursework
- Department Safety Policy

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Skills (position requirements at entry):

Skill in:

- The operation and use of all heavy construction and maintenance equipment;
- Conducting truck inspections;
- Troubleshooting and repairing major repairs and breakdowns (e.g. transmission controls, hydraulic repairs, electronic repairs, etc.);
- The servicing and maintenance of vehicles, trucks and heavy equipment;
- Ability to utilize and interpret information provided by diagnostic scanners
- Ability to read and understand wiring and hydraulic schematics and perform calibrations.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. Routine communication with internal county personnel to supply and receive information necessary to complete job functions and with external vendors in ordering and purchasing equipment for repairs.
- Use and interpretation of computer diagnostics (if not at entry, the ability to obtain skill within 6 months)

Training and Experience (position requirements at entry):

Requires a minimum of an Associates Degree or Vocational certificate in automotive, truck and heavy equipment repair and at least one year experience in the repair and maintenance of heavy road and vehicle equipment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- C.D.L. License (Class A)
- MNDOT Truck Inspector or ability to obtain certification within 6 months.
- A.S.E. Certification in brakes, suspension, air conditioning and steering on cars, light trucks and heavy trucks and equipment or ability to obtain certification within 6 months.
- Tanker Endorsement, or ability to obtain certification within 6 months
- Forklift Training, or ability to obtain training necessary within 6 months

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Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, intense noises, and work activities requiring constant precautions and safety considerations.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Draft prepared by Bjorklund Compensation Consulting (BCC)

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