

CLINTON COUNTY ROAD COMMISSION
JOB DESCRIPTION

TITLE: MECHANIC

FLSA: Non-exempt

GENERAL SUMMARY:

Under the direction of the Director of Operations or Equipment Supervisor, repairs equipment necessary in the operation of the road commission. This position requires considerable knowledge of heavy equipment, trucks, pickups, and miscellaneous smaller equipment. This knowledge includes total maintenance and repair abilities.

TYPICAL DUTIES:

1. Performs normal maintenance on trucks, graders, loaders, backhoes, pickups, and miscellaneous equipment.
2. Rebuilds equipment components such as engines, pumps, transmissions, etc.
3. Repairs electrical components such as short circuits, wiring, checking batteries, checking starter draw, etc.
4. Repairs hydraulic systems.
5. Replaces and repairs hoses, cylinders, valves, etc.
6. Welds and brazes equipment parts.
7. Sandblasts and paints equipment.
8. Test drives all road commission vehicles and equipment.
9. Performs tire changes and minor tire repairs when necessary.
10. Fuels equipment when necessary.
11. Operate various types of vehicles or equipment during storms, etc.
12. Any and all other duties as directed.

ENVIRONMENTAL CONDITIONS:

Environmental conditions to include operating equipment under adverse weather conditions (i.e. extreme cold and heat); extremes of noise and vibrations; fumes and dust may be present while operating or near equipment; and wet and/or humid conditions especially when exposed to weather and extreme heat conditions.

Hazardous conditions to include moving parts on equipment and machines; exposure to power and gas lines as well as other utilities; and traffic encountered while operating equipment and machines.

JOB SPECIFICATIONS:

1. High school education, GED, or equivalent educational preparation.

2. A commercial drivers license (C.D.L.) class A with an 'N' endorsement as required by law and the Clinton County Road Commission Commercial Drivers' License Policy.
3. Must provide hand tools including: box end and open end wrenches, crew drivers, sockets, ratchets, punches, chisels, pliers, hammers, etc.
4. Must have sufficient tools to perform normal maintenance of trucks, graders, loaders, backhoes, pickups, and miscellaneous equipment.
5. Must have knowledge in rebuilding equipment components.
6. Must have knowledge of electrical systems on equipment.
7. Must have knowledge of hydraulic systems.
8. Must have ability to weld, braze, and fabricate.
9. Must have ability to sandblast and paint equipment.
10. Must have ability to perform tire changes and minor tire repairs.
11. Must have knowledge of diesel engines.
12. Must be able to complete an accurate daily Clinton County Road Commission time card, map, and work progress report.

PHYSICAL REQUIREMENTS:

1. Must be able to ask questions of foreman, listen and follow directions.
2. Must be able to communicate verbally with co-workers and the public courteously.
3. Must be able to read and understand shop repair cards.
4. Must be able to coordinate use of hands and eyes in the repair of equipment.
5. Must be able to stand upright, walk, bend at the waist, and twist/rotate at the waist.
6. Must be able to use hands and fingers to grasp/manipulate tools and equipment on a continual basis.
7. Must be able to lift 100 pounds up to 3 feet high while twisting, bending, etc. for up to 15 seconds.

NOTE: The above description has been developed based on the guidelines as defined by the Americans with Disabilities Act (1990). Typical duties were identified through on-site analysis and confirmation from the employer. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Job Description Acknowledgement Form

**I certify that I have received a copy of the Mechanic job description from the
Clinton County Road Commission.**

Employee First and Last Name

Employee #

Employee Signature

Date

Supervisor Signature

Date