

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Mechanic
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. – 3:30 p.m., M-F
JOB CATEGORY: LTC III (Labor, Trades and Crafts)

DATE WRITTEN: March 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Mechanic for the LaPorte County Highway Department, responsible for a variety of labor tasks.

DUTIES:

Checks gas, oil, and other vehicle fuel gauges, maintains appropriate fuel levels in vehicles, and makes adjustments accordingly.

Operates a variety of hand and/or power tools, such as hammer, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, deburring/deflashing tools, mop, broom, gauges, files, micrometer, driver, ratchet, and steam cleaner.

Operates a variety of machinery/equipment, such as manlift, pallet jack, grinder, fork lift, pressure washer, drill press, cutting torch, and welding equipment.

Performs all preventative maintenance on department vehicles and equipment as needed.

Inspects and maintains all hydraulic and brake systems as required.

Makes service calls, performs emergency field repair to trucks and equipment, or tows derelict equipment to department garage for repair.

Instructs other department employees of proper care and use of trucks and equipment as needed.

Maintains and builds repair equipment by welding and cutting as needed.

Evaluates vehicle and equipment electrical systems, and makes light wiring repairs or replacements as required.

Maintains and evaluates serviceability status of department vehicles and equipment, and recommends necessary replacement to supervisor.

highway/mechanic

Orders or makes necessary parts for repair.

Maintains inventory of supplies, parts, and tools and submits purchase requisitions as needed.

Occasionally responds to emergencies from off-duty status.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years of age.

Possession of a valid Indiana driver's license, possession of or possession within six months of hire date of a Commercial Driver's License (CDL), and a demonstrated safe driving record.

Ability to meet all hiring requirements, including passage of a medical exam and a drug test.

Knowledge of the accepted principles and practices involved in gasoline and diesel repair and maintenance, and familiarity with repair procedures.

Knowledge of hydraulic and brake system functions and repair procedures.

Knowledge of applicable safety precautions and procedures and ability to effectively instruct others in proper care and use.

Ability to perform light wiring.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as hammer, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, deburring/deflashing tools, mop, broom, gauges, files, micrometer, driver, ratchet, and steam cleaner.

Ability to safely operate, protect, and maintain a variety of machinery/equipment, such as manlift, pallet jack, grinder, fork lift, pressure washer, drill press, cutting torch, and welding equipment.

Ability to investigate mechanical problems and repair a variety of heavy equipment and related machinery.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, parts stores, dealerships, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work both alone with minimum supervision and with others in a team environment.

Ability to follow verbal and/or written instructions.

Ability to occasionally work extended hours, weekends, evenings, and travel out of town for the purpose of picking up parts.

Ability to occasionally respond to emergencies from off-duty status.

Ability to perform physical requirements of essential duties.

II. RESPONSIBILITY:

Incumbent is responsible for the diagnoses and repair of a wide variety of vehicles and equipment and works independently, taking necessary actions to effect necessary repairs. Generally work is performed according to general instructions from department Superintendent and/or Garage Foreman. Incumbent is responsible for maintaining and operating equipment in an appropriate and safe manner.

Incumbent reports directly to the Garage Foreman.

III. PHYSICAL EFFORT:

Incumbent performs duties requiring continuous physical exertion, such as standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighting over 50 pounds, pushing/pulling of equipment and tools, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, and hearing sounds/communication. Incumbent is required to work in awkward or cramped positions for long periods to perform many repairs. Incumbent may be exposed to jolting, bumping, and vibrations of equipment.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in a garage/shop environment and is frequently exposed to inclement weather, extreme temperatures, vibration, machinery noise, fumes from equipment, grease, oil, gasoline, dust and dirt. Safety precautions must be used at all times to avoid injury to self and others, including the use of protective equipment such as gloves, boots, and eye protection.

Incumbent may occasionally be required to work extended hours, weekends, evenings, and travel out of town for the purpose of picking up parts. Incumbent is occasionally required to respond to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Mechanic for the LaPorte County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name