

**Benton County  
Job Description**

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<b>Job Title:</b>	Mechanic	<b>Job Code:</b>	
<b>Department:</b>	Secondary Roads	<b>Reports To:</b>	Shop Foreman
<b>FLSA Status:</b>	Non-exempt	<b>Supervises:</b>	None
<b>Prepared By:</b>	Myron Parizek	<b>Prepared Date:</b>	6/19/2007
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**SUMMARY**

The Mechanic is responsible for the service and repair of equipment including light-duty trucks, heavy-duty trucks, trailers and construction equipment.

**DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Diagnoses and repairs mechanical, electrical and hydraulic failures of equipment.
2. Performs overhauls of engines and major components of County equipment and fabricates parts or components of secondary road equipment.
3. Maintains inventory of parts, supplies, materials and labor by recording information about activities and equipment.
4. Performs preventative maintenance inspections on equipment.
5. Installs and removes snow removal attachments on equipment.
6. Prepares new equipment for service.
7. Picks up parts and supplies at parts stores and equipment dealers.
8. Repairs mechanical, electrical and plumbing failures of buildings and general building maintenance.
9. Performs other duties as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or equivalent

Valid Class B Commercial Drivers License with air brake endorsement (Class A preferred)

Trade school or junior college technology certificate or degree is desired.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County. Ability to effectively communicate verbally and in writing with internal and external customers and/or vendors.

## **OTHER SKILLS AND ABILITIES**

- Ability to multi-task and prioritize job activities to achieve maximum overall results
- Ability to operate hand tools.
- Ability to work with others in the attainment of department and organization goals.
- Ability to perform manual labor.
- Ability to operate machinery including welders, torches, drill presses and forklifts.
- Ability to follow directions.
- Ability to create and maintain positive interpersonal relationships internally and with external contacts.
- Demonstration of good oral and written communication skills
- Demonstration of strong organizational skills.
- Knowledge of machine maintenance.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to talk or hear. The employee is regularly required to stand; walk; use hands to grasp; climb, stoop, kneel, crouch, push or lift and reach with hand and arms. The employee must constantly lift and/or move up to 20 pounds; frequently lift and/or move up to 50 pounds and occasionally exert up to 100 pounds of force to lift and/or move objects.

The visual requirement of this job is similar to those classified as machine operators, inspection, close assembly, clerical and administrative. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This worker is subject to inside and outside environmental conditions including extreme cold and heat. The worker is subject to noise; hazards including moving mechanical parts, electrical current, working on scaffolding and high places, exposure to heat or chemicals; conditions such as fumes, odors, dusts, mists, gasses or poor ventilation; oils. During the winter, this position is required to work non-regular hours to assist with snow removal.