

## **Sierra County Road Department:**

<b>Position Title:</b>	Mechanic
<b>Department:</b>	Sierra County Road and Landfill Department
<b>Overtime Compensation:</b>	See Sierra County Personnel Policy Ordinance No. 07-002 regarding overtime and compensatory time. Must be pre-approved by County Manager.
<b>Holiday Pay:</b>	See Sierra County Personnel Policy Ordinance No. 07-002 regarding holiday pay.
<b>F.L.S.A.:</b>	Regular full-time position Classified. Subject to Sierra County Personnel Policy Ordinance No. 07-002.
<b>Reports to:</b>	Mechanic Foreman

### **JOB SUMMARY:**

Under the supervision of the Mechanic Foreman this position performs a wide range of duties and skilled work. The position is responsible for general maintenance of vehicles owned by the County. Operation of various equipment as required and directed. Must be able to work at the Sierra County Landfill or Transfer Stations and drive solid waste truck and equipment and other assigned duties.

### **MINIMUM REQUIREMENTS:**

Must possess a high school diploma or GED. Preference will be given to any applicant with a minimum of two (2) year's college experience or a degree in a related field. Must possess a valid New Mexico drivers license. Commercial Driver's License (CDL) will be required within twelve (12) months of employment. Minimum of one (1) year experience in the area of equipment operations. Must be familiar with the operations and maintenance of heavy equipment. Must have the ability to communicate effective in written and oral English.

### **ESSENTIAL DUTIES:**

1. Perform wide range of gas engine, diesel engine, and heavy equipment inspection and repair. Work from written orders, manuals, directors, instructions, and assistance from foreman to perform tasks.
2. Per work orders or assignments, perform necessary repair or maintenance work, which may include tear-down, inspection, rebuilding or replacement of axles, rear ends, hydraulic cylinders, drive trains, various gear boxed, pumps, lines, brakes, manual operated transmission parts, and a variety of ordinary automotive maintenance.
3. Perform basic electrical circuitry, maintenance and repair. Operates diagnostic equipment, able to do tune-ups and carbureator repairs, repairs air conditioning systems, replaces windows and windshields.
4. Respond to service calls in the event of an emergency. Travel to site location of vehicle or equipment to be repaired.
5. In working with heavy parts, utilize mechanical assistance to jack up the equipment and make repair work easier.
6. In performing various repair work, use hand and power tools, welding and soldering equipment, and precision measuring instruments in order to maintain tolerances.
7. Detect and report faulty equipment operation, defective parts, and defective materials needed to perform repair work.
8. Consult with supervisor as needed concerning parts or repair projects.

9. Maintain work area and tools in safe, clean condition. Follow prescribed safety practices and eliminate safety hazards as much as possible.
10. Operate repaired vehicle or equipment to verify performance to specifications.
11. Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.
12. Employee may be required to assist with cleaning and maintenance of County Yard to include the shop and it's office.
13. Other various duties as assigned.

### **FUNCTION ANALYSIS:**

1. Must be able to ask questions of foreman and listen to and follow directions in English.
2. Must be able to communicate verbally with co workers.
3. Must be able to read accurately all gauges in vehicles and equipment and a correct judgment must be able to be made regarding necessary repairs.
4. Must remain up to date on use of new tools, machines or methods used in repair of gas engines, diesel engines, and heavy equipment.
5. Must be able to read and understand manuals and interpret scale drawings in order to visualize necessary repairs. Must be able to apply basic math skills to calculate object dimensions and material amounts needed for repair work.
- 6.. Any other assigned duties.

### **PHYSICAL FUNCTIONS:**

1. Ability to lift up to 80 pounds from ground to waist level as needed.
2. Ability to sit up to four hours at one time, and up to seven and one-half hours total per day.
3. Ability to stand and/or walk up to four hours at one time, and up to eight hours total per day.
4. Ability to climb onto and off of, and crawl about heavy equipments, as needed.
5. Ability to crouch, kneel, and remain in a prone position for up to four hours at one time, and up to eight hours per day.
6. Ability to bend at waist and twist/rotate waist as necessary in excess of 100 times total per day.
7. Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day.
8. Ability to push/pull with arms with a force of up to 50 plus lbs while performing labor work.
9. Ability to use hands and wrists to screw/unscrew oil caps and filters as part of maintenance routine.
10. Ability to maintain balance while climbing in and out of equipment cabs.

### **WORKING CONDITIONS:**

1. Workers is exposed to various types of weather conditions.
2. Worker is exposed to intermittent noise and vibration factors.
3. Worker is exposed to exhaust fumes, dust, and mists.
4. Work is conducted primarily during daylight hours.
5. Work is performed on even or uneven terrain, while both operating equipment and performing general labor work. Surface may be wet or dry, on hard surfaces or dirt roads. Grease or oil may be found on working surfaces. Work may be performed on inclines.
6. Work hazards include gas/electrical lines, and exposure of skin to gasses and fumes.
7. Worker primarily performs duties with one or two other workers.

**NOTE:** This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease.

Approved and hired this \_\_\_\_\_ day of \_\_\_\_\_ by:

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Human Resource Director

\_\_\_\_\_  
Employee