

WAPELLO COUNTY SECONDARY ROAD DEPT.
Job Description

JOB TITLE: MECHANIC

Exempt (Y/N): No

SALARY LEVEL: MECHANIC

OVERTIME REQUIRED: YES

LOCATION: 536 MILL STREET

JOB CODE: MECH

DOT CODE:

DIVISION: SECONDARY ROAD

DEPARTMENT: MAINTENANCE

SUPERVISOR: SHOP FOREMAN

PREPARED BY: JEFFREY P. SKALBERG

APPROVED BY: JEFFREY P. SKALBERG

DATE: 9/1/2021

SUMMARY:

Under general supervision of the Shop Foreman. Performs overhauling and maintenance of diesel/gasoline engines, transmissions, trucks, generators, and other equipment. Performs necessary and preventative maintenance on all Secondary Road equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Documents and keeps detailed written reports of all repairs and maintenance.

Operates computers, software, and up-to-date technology to aid in the diagnostic and repair of equipment.

Observes and listens to operating machinery to detect malfunctions.

Operates and observes operation of machinery and equipment to verify repair.

Removes unit such as engine, transmission, or differential.

Repairs and overhauls engines, transmissions, and other components.

Performs, coordinates, and supervises routine service on equipment.

Change and repair tires.

Operate a variety of machinist tools such as a drill press, lathe, welder, grinder, etc.

Repairs or replaces parts such as pistons, rods, gears, valves, and bearings.

Rebuilds parts such as crankshafts and cylinder blocks.

Rewires ignition system, lights, and instrument panel.

Disassembles motors and transmissions and cleans parts.

Assembles motors and transmissions.

Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator.

Visually inspects hydraulic lines and components to detect leaks, damage, and wear.

Disassembles hydraulic system and removes and replaces defective actuator, pump bearings, and pump motor.

Replaces worn or damaged hydraulic components such as oil lines, fittings, cylinders, servo-valves, pressure release valves, gaskets, and seals.

Installs hydraulic oil lines on machinery and equipment.

Overhauls or replaces carburetors, blowers, generators, distributors, starters, and pumps.

Adjusts, and repairs fan belt, and fuel and water pumps.

Replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.

Maintains clean work area such as sweeping the shop floor, clean and store shop tools.

Performs occasional custodial tasks such as empty trash, mowing grass, etc.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Raises vehicle, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle.

Reads pressure gauges to detect abnormal oil pressure and smells to detect overheated oil.

Depresses buttons and switches to turn on/off machinery.

Turns valve to release pressure from hydraulic system and disconnects hydraulic supply and return lines.

Removes and replaces defective accumulator.

Connects charging assembly to accumulator and fills accumulator bladder with nitrogen gas to recharge accumulator.

Removes spark plugs and tests them.

Cleans electrodes, sets spark gap with feeler gauge, and replaces or installs new plugs.

Inspects distributor breaker points for wear and pits and replaces or resets points.

Observes ignition timing and adjusts timing.

Sets valve tappets.

Adjusts carburetor needle setting and verifies adjustment.

Replaces defective coils, condensers, and electrical connection.

Drills holes through interior panels, threads hoses/wires through holes and connects hoses/wires to accessories.

Removes, cleans and replaces carburetor and fuel pump.

Examines battery and connections and electrical charging and starting circuit.

Obtains parts from stock.

Welds or bolts mounting brackets to automobile frame.

Makes electrical connections as required.

QUALIFICATION REQUIREMENTS:

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 general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Iowa Commercial Class A Drivers license w/air brake endorsement and no restrictions.

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 use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, climb or balance, and talk or hear. The employee is occasionally required to sit and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles and risk of electrical shock. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme heat, risk of radiation, and vibration.

PHYSICAL DEMANDS/WORKS ENVIRONMENT:

Regularly = 67%+

Frequently = 34% to 66%

Occasionally = 0% to 33%