

OCONEE COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: MECHANIC II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform mechanical work functions associated with repair and maintenance of county automotive and mechanical equipment. This position reports to the Fleet Maintenance Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Ensures departmental adherence to established safety procedures; supervises use of precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Diagnoses, maintains, and performs general mechanical repair work on automotive and mechanical equipment.

Inspects, tests and repairs engine components and systems, such as ignition systems, computerized engine controls, electronic fuel injection systems, steering systems, electrical systems, suspension systems, hydraulic systems, brake systems, engine cooling systems, fuel systems, charging systems, starting systems, emission systems, and air conditioning systems.

Performs general mechanical repair/maintenance work, which may include dismantling, overhauling, repairing and reassembling engines, rebuilding/replacing transmissions, and rebuilding drive trains, carburetors, differentials, pumps and gear boxes.

Performs welding/fabrication work associated with general repair and maintenance of vehicles and equipment, which may include welding metal parts together, repairing broken or cracked parts, filling holes, increasing size of metal parts, and fabricating special parts and apparatus.

Performs routine and preventive maintenance on equipment, vehicles and other machinery, which may include inspecting equipment, pumping fuel into vehicles, checking/replacing fluid levels, draining/replacing oil, changing/replacing filters, lubricating mechanical parts, installing/replacing blades, rotating tires, replacing tires/belts/hoses, checking batteries, greasing equipment, flushing radiators, and performing tune-ups.

Operates a variety of machinery, equipment, and tools associated with servicing, repairing, maintaining and testing vehicles and equipment, which may include a service truck, light/heavy equipment, tire changer, computerized tire balancer, tire hammer, battery tester, battery charger, air compressor, hoist, hydraulic hose machine, hydraulic lift, hydraulic jack, welder, torch, grease gun, vise, pressure washer, drill, drill press, meters, gauges, vacuum cleaner, mechanic tools, and diagnostic instruments.

Tests machinery, equipment and parts for proper operations; reports problem situations.

Performs general cleaning/maintenance tasks necessary to keep machinery, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning shop and work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads and unloads various equipment, parts, and materials.

Makes emergency service calls for disabled vehicles at job sites or on the road.

Maintains inventory of parts, equipment, tools or supplies; initiates orders for new or replacement materials; obtains/ transports parts and supplies as needed.

Prepares or completes various forms, correspondence, reports, purchase orders, maintenance records, and other documents.

Receives various forms, reports, invoices, surveys, diagrams, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains records of service activities, fuel usage, odometer readings, warranty records, or other documentation.

Communicates with supervisor, employees, other departments, service representatives, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in mechanics; supplemented by three (3) to five (5) years previous experience and/or training that includes automotive/mechanical engine repair and maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, or pathogenic substances.

Oconee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.