

MECHANIC 1 JOB DESCRIPTION

GENERAL DESCRIPTION

Under supervision, an employee of this classification performs service and repairs on secondary road equipment including automobiles, pickup trucks, dump trucks, semi-tractor trucks, trailers, and construction equipment.

CLASS AND GRADE

The mechanic 1 position is a full time shop personnel position. The employee generally starts at 80% of the full classification wage rate with a 5% raise at the completion of a six month probationary period and progresses at 5% every six months until the employee reaches full salary after 2 years. This is a full-time position only, and compensation is defined by union agreement.

DISTINGUISHING CHARACTERISTICS OF GRADE

A Mechanic 1 employee acts as part of the permanent full time equipment maintenance shop staff to conduct service, repairs, and fabrication of County road maintenance equipment including automobiles, pickup trucks, dump trucks, semi-tractor trucks, motorgraders, bulldozers, draglines, trailers, and other construction equipment. Duties of the Mechanic 1 are similar to higher mechanic classifications, with the exception that the individual works under closer supervision and has a lesser degree of personal responsibility for determining the individual's own work activities. Employees of this classification generally would perform equipment service work such as changing oil, lubricating chassis, equipment and accessories, changing and repairing tires, and related jobs. Mechanic 1 employees would also install exhaust pipes, mufflers, heaters, shock absorbers, radiators, spark plugs, filters, and window glass. A Mechanic 1 may assist shop employees of a higher classification by cleaning and disassembling parts and assisting in their assembly, in engine tune-ups, and in overhauling and repairing secondary road equipment.

ESSENTIAL JOB FUNCTIONS

Cedar County's Secondary Road Shop operation is made up of employees of three mechanic classifications including Mechanic 1, Mechanic 2 and Mechanic Crew Leader working together to maintain a county equipment fleet worth approximately \$ 5,000,000. An employee's assignment will vary daily based on the time and season of the year. Two mechanic 1 employees may do entirely different duties on the same day, but be of the same pay grade and classification. The work will have the same general characteristics required of the employee as described in the essential functions described below. Breakouts of time spent in a given function or percentages of time spent working within a given job area are difficult due to the dictates of county work and service/repair needs. Employees of this classification may also be required to perform work of a higher level of

classification in a training capacity or a temporary reassignment due to the absence of another employee.

The following functions are considered essential to the performance of the job of Mechanic 1:

1. Servicing of equipment: Mechanic 1 employees are expected to service equipment including hand and mechanical tools, vehicles, and equipment operated by County staff. Equipment servicing includes, but is not limited to oil changes and lubricating chassis, equipment and accessories, replacement of hydraulic fluids or hoses or other parts of truck and construction equipment mechanical systems, replacing, changing, and repairing tires, cleaning and washing of vehicles and equipment, installation of new handles on tools, and other repair of hand tools and minor equipment. Mechanic 1 employees would also install exhaust pipes, mufflers, heaters, shock absorbers, window glass, radiators, spark plugs, filters, brakes, wheel bearings and other steering and drive train related parts. A Mechanic 1 may assist shop employees of a higher classification by cleaning and disassembling parts and assisting in their assembly, in engine tune-ups, and in overhauling and repairing of all secondary road equipment.

2. Commercial Driver's License: Employees of this classification shall have and maintain an Iowa class A commercial driver's license as a part of the individual's duties and as a requirement of his or her employment. New employees must obtain a CDL within three (3) weeks of date of hire. The employee must maintain this license as it is a requirement for the majority of all functions performed by a Cedar County Secondary Road Employee and is necessary for a Mechanic 1 to allow test driving and function testing of equipment under repair or being serviced.

3. Driving: The employee must be able to drive a stick/straight shift vehicle with or without four wheel drive and other mechanical devices in a safe and efficient manner. Driving duties constitute an important portion of the Mechanic 1 employee's duties as discussed in section 1 above.

4. Ability to use assorted hand tools: Employee must be able to use assorted hand tools including, but not limited to hammers, wrenches, screwdrivers, drills, pliers, punches, tool and die equipment, tire servicing tools, air powered tools, jacks, and other power and hand tools used in the performance of maintenance and service work on automotive and construction equipment or be able to accomplish work with reasonable accommodation.

5. Requisition of tools and materials: The employee must be able to place tools, equipment, parts, signs, sign posts, culverts, plank, and other equipment and materials in proper storage areas and/or obtain these items as needed to conduct assigned tasks. Employees must be able to obtain necessary tools and materials needed for them to perform their work. Tools will be obtained at the county shop, taken out to the job and used in the course of their work, and returned to their proper location at the shop. Employees may also be required to obtain tools, parts, and materials for delivery to, and installation or use at, a remote worksite. These materials may include filters, hoses,

lubricants, coolants, assorted replacement parts, parts fabricated at the shop, and other materials that may require hand work to load, install, and/or replace on the job, both in the shop and outdoors on site.

6. Ability to work in temperature extremes: Employees must be able to work, operate, and repair equipment in all seasons and climatic conditions. Employees will be required to work in all conditions from hot, humid summer days to cold winter days with severe wind chill factors. Many County operations, including emergency operations, occur during adverse weather and the employee must be able to tolerate and work in less than desirable conditions.

7. Ability to climb stairs, ladders, scaffolding, equipment access ladders, and steep banks: Equipment needing repair will be working in excavations, ditches, and other locations that will require the employee to have the ability to climb steep slopes, equipment access points, and/or ladders. Employee will have to be able to demonstrate the ability to enter and exit a truck or other piece of equipment assigned as a repair task to the individual as this is a requirement of the job. The employee must be able to enter, exit, and maneuver as necessary to service or repair the vehicle unassisted by other employees either with or without reasonable accommodation.

8. Ability to pull, push, lift, and/or carry loads of up to 100 pounds unassisted: Employees must on occasion install batteries, spare tires, install or repair tire chains unassisted, or perform other service and repair work that may require lifting or maneuvering heavy loads.

NOTE: Management has the right to add or change duties at any time. The duties listed above and below are not inclusive of all tasks that employees of this classification may be required to perform.

MARGINAL JOB FUNCTIONS

Mechanic 1 employees may be assigned one or more of the following tasks on an as needed basis:

9. Shop or yard cleanup: Employee will assist in keeping the shop, tools, and equipment clean and orderly. Mechanic 1 employees may be required to work on cleanup and maintenance of shop buildings and facilities including painting of buildings and fixtures, clean out of floor drains and traps, mowing lawn areas and trimming around fixtures, minor carpentry work, and other duties as assigned.

10. Use of Welders and Cutting Torches: Mechanic 1 employees should have a basic knowledge of and skill in the use of welding and cutting tools and equipment used in the maintenance of equipment and the repair of bridges and culverts. Certification as a state certified welder is desirable, but not required.

11. Operation of Trucks, Tractors, and Construction Equipment: Employees in this classification should have the ability to operate trucks and construction equipment including, but not limited to dump trucks, bulldozers, endloaders, excavators, motor graders, and cranes. Employees may also operate tractors equipped with flail, sickle, or rotary mowers to cut grass, trees, and brush in ditches and other areas of county maintained right of way. Employees of this classification may be called upon to operate trucks and other equipment during snow removal or other emergency operations.

12. Skilled Machinist Work: Mechanic 1 employees may be required to fabricate, machine, or otherwise manufacture parts and equipment for secondary road equipment. Employees should be skilled in the use of a lathe, press, punch, detailed measuring and tolerancing equipment, etc.

13. Other duties as assigned by supervisory personnel.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

1. Ability to read English language sufficiently to be able to read information contained in work orders, material safety data sheets, written directions, equipment operation manuals, parts manuals and maps to be able to understand and accurately perform tasks assigned to the employee including, but not limited to procuring and ordering new parts and filters by phone or in person for equipment being serviced, driving to a remote location to repair equipment on site, or to read service manuals to determine and judge necessary repairs.

2. Sufficient English language writing skills to complete assorted paperwork such as completing work orders, filling out time sheets, ordering and requisitioning parts, tools, and equipment as necessary to complete job responsibilities, and to participate in County safety training and testing programs.

3. Basic mathematical skills including addition and subtraction, necessary to count and sort supplies, complete time sheets, etc.

4. Advanced mechanical aptitude for work with hand tools and equipment service, diagnosis of problems, and repairs.

5. Ability to grasp, lift and/or carry items weighing up to of 100 pounds (up to 200 lb. when assisted by another employee).

6. Ability to perform work in confined spaces including manholes, equipment service access areas, under truck engine hoods or engine housings, and other areas with space restrictions.
7. Ability to perform tasks requiring bending, stooping, kneeling, and walking significant distances to reach work sites that cannot be driven to directly.
8. Ability to stand, walk, and/or sit and continuously perform essential job functions for a 10 hour shift, with two fifteen minute breaks and a one half-hour meal break. Employee should be aware that overtime work in excess of 10 hours may be required.
9. Ability to learn and perform all essential job functions accurately and safely with minimal direct supervision within 6 months of the beginning of employment with Cedar County.
10. Visual ability, corrected, to observe and detect dangerous obstacles, other vehicles, and pedestrians while driving county vehicles and read written standard forms and work orders.
11. Adequate eye, hand, and foot coordination to safely perform the essential functions of this job classification.
12. Ability to obtain and maintain a State Class A Commercial Driver's License.
13. Ability to perform duties within extreme temperature ranges.
14. Ability to understand and follow complex verbal and written instructions that are written or spoken in English.
15. Ability to communicate adequately with members of the general public. Public relations are a major part of the County employee's day to day function. As a representative of Cedar County an employee must present the ability to speak and respectfully deal with County residents.

SUPERVISION REQUIREMENTS

Employees of this classification have no responsibilities for supervision of other employees.

QUALIFICATION STANDARDS

1. Completion of any combination of education and experience equivalent to graduation from high school or any other combination of education, training, or experience that provides the required knowledge, skills, and abilities. High school diploma preferred. Additionally employee should have two (2) years of experience servicing or repairing automotive equipment. Trade school or junior college technology certificate or degree desirable. Employee should be able to exhibit knowledge of the methods, materials, tools

and techniques used in the repair and maintenance of light and heavy duty mechanical equipment, and knowledge of the working principles of the internal combustion engines.

2. Employee must also have the ability to use hand tools required for the maintenance and repair of automotive and construction equipment.

3. Valid state driver's license, CDL preferred.