



**Carbon County
Job Description**

Title: Mechanic	Job Code:
Department: Road Department	Effective Date:
Reports To: Road Department Supervisor	Last Revised: 5/6/15
Full Time	FLSA Status: Non Exempt

Overall Responsibility:

Repair and maintain County vehicles and equipment
Maintain supplies and office

Potential error could have impact over the entire department

Key Tasks and Responsibilities:

Defines priorities and supervisor checks work
Repair and maintain county vehicles and equipment
Diagnose equipment problems
Conduct mechanical repair of equipment and arrange for equipment repair by outside vendors
Perform welding on county vehicles
Maintain supplies and office
Record all repairs done by incumbent
Order parts and materials
Answer phone and relay messages
Perform equipment operator duties as assigned
Perform related activities as required

Skills and Attributes:

Decisions are made within general policies and guidelines that are broad but clear involving problem diagnosis, outside vendor viability, and project priority
Problems include mostly routine but periodically some complex issues regarding problem diagnosis and method of repair
Communication involves giving and obtaining information and primarily deals with immediate staff in the same department

Experience Requirement:

High school diploma or G.E.D. equivalent
Requires four (4) years of related mechanic experience or any equivalent combination of education and experience
CDL required after six (6) months of employment

Use of specialized equipment such as computers, machinery, and tools (must provide own tools) *Tool allowance will be provided

Physical Effort/Environment:

Work in awkward position using arms or body in an awkward manner

Works with hazardous substances that may affect one's health

At times may be required to work in inclement weather

When talking must convey detailed or important instructions or ideas accurately, loudly, or quickly

Able to hear average or normal conversations and receive ordinary information

Average, ordinary visual acuity necessary to prepare or inspect products

Heavy lifting, over 100 pounds, required

Employee Signature

Supervisor Signature

Date