



JOB DESCRIPTION: MECHANIC – FLEET DIVISION

Primary Responsibility: The Mechanic performs highly skilled and semi-skilled mechanical repair and diagnostic work in the maintenance and/or repair of equipment and vehicles within the Fleet Division's responsibility.

Supervised by: Public Works Operations Supervisor

Supervises: N/A

FLSA status: Non-Exempt

Main Job Duties:

- Repairs, rebuilds, and diagnoses problems in area of responsibility for a wide variety of County equipment such as heavy and light trucks, emergency vehicles, sheriff cruisers, sedans, tractors, graders, loaders, snowplow equipment, sander/spreaders, specialty type equipment and various small engine equipment and tools which includes rebuilding or replacing individual components of complex pieces of specialty equipment to include hydraulic pumps and motors, conveyor/transport systems, electrical and generation units and all various accessory type equipment. Designs and fabricates parts and/or tools to complete a work assignment or project. (30%)
- Performs preventative maintenance work including but not limited to; changing oil and filters, grease/lube service, change – balance – repair – rotate tires, and other filter and fluid replacement. (25%)
- Documents job time, vehicle hours and miles, parts used per job, parts needed, and any repairs accomplished on a repair order. Inputs repair orders and other data as needed into an online system. Assists with purchasing and inventorying maintenance and repair parts and materials. (10%)
- Maintains a clean, functional and safe shop environment. Performs shop cleanup tasks such as sweeping, washing down, painting, picking up after themselves, and putting tools and equipment in assigned locations when finished using them. Performs all work and functions in a safe, conscientious manner while providing quality and consistency in all endeavors. (8%)
- Reports to the Operations Supervisor, all incidents of equipment malfunction/failure, possible reasons for the problem, suspected and obvious employee equipment abuse. Operates all classes of vehicles to troubleshoot, test, and/or confirm repairs needed or that have been completed. (7%)
- Inspects vehicles and equipment for compliance to State and Departmental Standards and/or Regulations then corrects any inconsistencies. (5%)

- Provides “on-the-road” service in emergency situations including temporary repairs in the field. (5%)
- Oversees other staff as assigned in the repair and maintenance of county vehicles, heavy equipment and mechanical equipment. Trains other department personnel for additional maintenance assistance. (3%)
- Stays current with the latest technology in repair and maintenance of vehicles and equipment. (2%)
- Develops and maintains positive working relationships with county departments, other entities, vendors and the general public. (2%)

Additional Job Duties: (3%)

- Attends trainings, conferences and meetings as appropriate.
- Performs snow removal and other emergency call in assignments as necessary.
- Other duties as assigned and any duties needed to stabilize an emergency situation.

Hours:

- Subject to involuntary overtime and/or irregular work hours; for snow removal and emergencies in addition to the normal 40-hour workweek.
- Must be available to respond quickly to mechanical break downs during all hours and in inclement weather.

Qualifications:

- Education: Four-year vocational or college degree in the mechanics field or any equivalent combination of education and training that would provide the required knowledge and skills to perform the job.
- Computer literacy, including Microsoft Word and Excel with the ability to learn new software programs.
- Proficient in heavy equipment and light vehicle diagnostics.
- Knowledge of:
 - (a) Principles and practices of gravel and native surface road maintenance, repair and construction of road surface, sub grades, and basic drainage problems.
 - (b) Snow & ice control and safe work practices.
- Ability to:
 - (a) Exercise independent judgment and critical thought.
 - (b) Work efficiently and effectively as a team member within the department.

- (c) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
 - (d) Maintain courteous and effective working relationships with the public, county departments, contracted entities and coworkers.
 - (e) Organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction.
- Must possess mathematical skills to handle required calculations of parts fabrication, mechanical repair, staff hours, time sheets and various records.
 - Must possess strong interpersonal and decision-making skills.
 - Must pass background check, including traffic and criminal.

Certifications:

- Must have a Class B CDL with tanker and air brake endorsements without any restriction due to driving record. Must obtain Class A within 90 days of date of hire.
- Must also be able to drive a county vehicle.
- Must possess Flagger Certification in the State of Colorado or be able to obtain Certification within six (6) months of employment.
- Must possess FEMA ICS 100 and 700 certifications within six (6) months of employment.

Mental/Physical Requirements:

- Must be capable of working in stressful situations including emergency repair and maintenance in adverse weather conditions.
- Must possess manual dexterity to use tools, drive a car, as well as, operate various equipment.
- Must be able to stoop, bend, stretch, twist, reach, kneel, squat and balance.
- Ability to lift and carry 50 pounds.
- Must be able to sit, stand or walk for long periods of time.
- Must have appropriate voice skills to be clearly understood on the telephone, radio and in public contact.
- Work is generally performed in a shop environment but may require exposure to adverse conditions;

such conditions include dirt, noise, rain, snow, and extremes of temperatures. Some work is performed outside where employee is subject to weather conditions.

- Must be able to perform without additional assistance the physical movements required for on-site inspection and assessment of mechanical break downs involving heavy / light equipment and vehicles.

Experience:

- Eight years experience in Heavy Equipment / Truck dealership or shop experience as a mechanic in the Heavy Equipment / Automotive and Truck industry is desired; or any equivalent combination of education and experience that would provide the required knowledge and skills to perform the job.

I, _____ have read the above job description for the **Gilpin County Mechanic – Fleet Division (Public Works)** and to the best of my knowledge I am able to perform all duties of the job as described.

Employee

Date

Supervisor

Date