 **MORROW COUNTY** **JOB DESCRIPTION**

**Date Prepared:** May 1995, Updated 2005, Updated Dec 2020

**Position Title:** Senior Mechanic

**Department:** Public Works

**Supervisor:** Assistant Roadmaster

**Position Summary:** Under the limited supervision of the Assistant Roadmaster, the Senior Mechanic coordinates and performs the maintenance and repair of the county road maintenance and construction equipment. In addition, this position is responsible for managing the inventory of parts, materials and supplies for the county shop.

**Supervisory Responsibilities:** Supervises Mechanics and Senior Maintenance Specialists while performing Maintenance

**Qualifications:**

* Education: High School diploma or equivalent
* Experience: Four years of Journey level mechanical maintenance and repair of light and heavy vehicles

**Skills/Abilities:**

* Equipment used: Automobile, pickup truck, dump truck, roller, plow, sander, loader, motorized broom, paving machine, chip spreader, water truck, belly dump trailer, equipment hauling trailer, pup trailer, bulldozer, oil distributor, fifth wheel tractor, pugmill, hand tools, air tools, drill press, welders, cutting torch, cut-off saw, grinder, tune-up machine, exhaust emission analyzer, service truck and it's accessories.
* Thorough knowledge of the principles, practices, techniques and standards of the repair and maintenance of small, light and heavy equipment and vehicles.
* Thorough knowledge of the diagnostic and analytical procedures and techniques for the repair and maintenance of the equipment in the county's inventory.
* Thorough knowledge of safety standards, practices and procedures relating to all facets of shop operation.
* Ability and skill to effectively use arc welder and cutting torch.
* Ability and skill to load and haul heavy equipment.
* Knowledge and ability to implement daily and routine maintenance procedures with heavy equipment.
* Knowledge and skill to utilize shop, maintenance and parts manuals, computerized diagnostic equipment for the repair and maintenance of equipment.
* Ability to develop a positive working environment and effectively utilize all employees of the maintenance shop.
* Ability to motivate and supervise employees in the maintenance shop.
* Knowledge and ability to implement safety procedures related to the operation of heavy equipment and working in the public right-of-way.
* Ability to learn and implement the practices and procedures of the Morrow County Public Works Department.
* Ability to learn and implement county procedures, regulations and requirements with respect to procurement, safety, operations and organization.
* Ability to effectively use oral and written communication in the performance of duties and responsibilities.
* Ability to use computers for the purposes of maintaining electronic maintenance files, e-mail communication, and research of service and parts on the internet.

**Job Duties/Responsibilities:**

* Manage and supervise all aspects of maintenance and repair services for all small, light and heavy equipment and vehicles in the county's inventory.
  + Supervise the shop employees.
  + Communicate expectations.
  + Assign duties and responsibilities.
  + Facilitate training opportunities.
  + Schedule and coordinate the county's preventative maintenance and repair program.
* Maintain maintenance records and reports on the status of the vehicles and equipment in the county's inventory.
  + Coordinate maintenance and repairs of vehicles to meet the operational demands of the road maintenance and construction schedule.
  + In collaboration with the Assistant Road Master, develop strategic plans related to the operation of the shop's goals, personnel allocation, budget and operation.
* Serve as a problem-solving resource with respect to issues related to the Public Works inventory of equipment and vehicles.
* Assist with the preparation of bid specifications for county vehicles and equipment.
* Perform mechanical maintenance and fabrication services on the Public Works inventory of vehicles and equipment.
  + Diagnose equipment problems.
  + Inspect, repair, rebuild, overhaul, maintain and test the equipment and vehicles in the Public Works inventory.
  + Fabricate and assemble parts and materials.
* Department Organization
  + Communicate with other department employees to effectively and efficiently coordinate work programs.
  + Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
* Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

***Working Environment:*** Work is performed primarily in County offices and may include travel to other county facilities or within the state for training.

***Physical:***

* Ability to manipulate (lift, carry move) heavy weights of up to 50 pounds on a regular basis.
* Ability to twist and bend and climb as needed to perform hand labor.
* Ability to climb on and off of various types of equipment to be used as needed.
* Ability to work in temperature extremes for prolonged periods of time.
* Ability to stand for extended periods of time.
* Ability to walk 400 yards.
* Ability to push, pull, and guide materials over 75 pounds.
* Ability to climb, stoop, kneel and crouch on a regular basis.

***Mental:***

* Ability to read, write, and speak English
* Ability to perform the job duty outline and perform the mental aspects of the qualifications section
* Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Approved Date