



Lake County Mechanic

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	3	Non-Exempt

NATURE OF WORK

The second level of the Equipment Maintenance Series is responsible for performing skilled work in preventative maintenance and mechanical repair. Responsibilities may include inspecting machines for maintenance needs; determining and conducting appropriate maintenance, repair or replacement work; welding/fabricating; and operating applicable equipment and tools.

The Mechanic level is distinguished from the Mechanic's Assistant level, in that the former performs more complicated technical support with high impact and needs to have extensive knowledge of work areas.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)

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1.	Performs routine and non-routine diagnosing and repair of county vehicles and equipment.	Daily 50%	B2
2.	Welds, cuts and fabricates metal.	Daily 20%	B2
3.	Performs preventative maintenance activities which may include: checking tires; checking fluid levels; adding fluids; draining engine oil; replacing filters; wipers, belts, and related equipment.	Daily 15%	B2
4.	Maintains work areas which may include: sweeping floors; cleaning spills; and removing safety hazards.	Daily 10%	A1
5.	Monitors, purchases and delivers materials, inventory, and supplies.	Daily 5%	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Responsibilities in this classification are typically procedure based and not dependent on specific functional knowledge. Incumbents apply basic programmatic knowledge to answer questions and explain processes, but are typically not responsible for the application, interpretation, or review of function specific policies or procedures.

DIRECTION RECEIVED

Incumbents apply departmental and organizational policies and procedures to specific situations, and work under general supervision.



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DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; may troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; may verify the work of others.

TRAINING AND EXPERIENCE REQUIREMENTS

High School diploma or G.E.D.; 1 year maintenance and equipment operation experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:
Valid Class A Commercial Driver's License

KNOWLEDGE REQUIREMENTS

- Skilled vehicle and/or equipment maintenance and repair practices and procedures in assigned area of responsibility;
- Applicable tools and equipment;
- Diagnostic devices utilized in identifying vehicle and/or equipment malfunctions;
- Occupational hazards and safety precautions;
- Recordkeeping principles;
- Computers and related software applications.

SKILL REQUIREMENTS

- Using applicable tools and equipment;
- Maintaining and repairing vehicles and equipment;
- Detecting and diagnosing vehicle and equipment malfunctions;
- Maintaining operational records and reports;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, extreme temperature, and intense noise.

CLASSIFICATION HISTORY

DATE	COMMENT
July, 2017	Draft prepared by GBS (GM)



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NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.