



## **JACKSON COUNTY JOB DESCRIPTION**

### **MECHANIC II**

DEPARTMENT: ROAD AND BRIDGE

POSITION NUMBER: 552

#### GENERAL DESCRIPTION

Under general supervision, performs skilled mechanical work in the repair and maintenance of equipment belonging to the Jackson County Board of Commissioners. Work involves removing and replacing worn or broken parts, and replacing fluids; diagnosing malfunctions in automotive equipment; making necessary repairs; and maintaining records of work performed. Employee is also responsible for obtaining parts needed for repairs. Employee makes road calls to repair vehicles that have broken down in transit. Reports to the Head Mechanic.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Diagnoses problems with county equipment and vehicles; obtains parts needed for repairs.

Adjusts and makes repairs to engines; adjusts or repairs valves, carburetors, generators and related units; replaces all worn or defective parts under the supervision of the Head Mechanic.

Repairs and adjusts hydraulic and vacuum operated systems; replaces hydraulic motors, hoses and fittings, installs and adjusts power take offs.

Tunes motors by adjusting or replacing needed parts; makes repairs to clutches, transmissions, differentials, brakes, steering mechanisms and related units; transports brake rotors and drums to outside service vendors to be turned.

Replaces tie rods, springs, and shock absorbers; replaces alternators, regulators, starters, wiring gauges; as required.

Performs minor mechanical repairs and adjustments on power drive, brake, steering, electrical, cooling, and related systems on light and heavy motorized equipment and vehicles; installs rebuilt motors.

Travels to the site of broken down equipment or vehicle and performs repairs, as needed.

Maintains records of service and repair work performed on vehicles.

## MECHANIC II

### ADDITIONAL JOB FUNCTIONS

Performs routine maintenance and servicing on a variety of vehicles; changes fan belts; replaces or charges batteries; replaces spark plugs; changes oil; and replaces or cleans out filters.

Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, including or supplemented by course work in automotive mechanics, and 2 to 3 years of experience as an automotive mechanic; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have a valid Florida Class B CDL license with a Hazmat endorsement prior to employment.

### MINIMUM TRAINING AND EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including passenger vehicles, trucks, tractors, jacks, engine hoists, etc., and various mechanic's equipment and tools such as arc welder and torch, engine analyzer, metal lathe and hand tools. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and /or stretching arms, legs, or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of work orders, leave reports, electrical diagrams, technical books, etc. Requires the ability to prepare work orders,

time cards, and vehicle maintenance reports, using prescribed format. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including automotive mechanical and electrical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using mechanical equipment and machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, equipment and machinery, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature sounds by ear).

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

**I have read and accept the terms and conditions of this job description.**

Signature

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Dated

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