

## **Newaygo County Road Commission Mechanic Job Description**

### **General Summary**

Under the supervision or lead of management performs manual labor and maintenance on all fleet equipment. Performs maintenance and operates equipment in a safe and efficient manner. Follows written and verbal instruction. Maintains prompt and regular attendance. Maintains a safe and positive image of the Newaygo County Road Commission. Organizational, computer skills and a good working attitude are also required.

### **Typical Duties**

1. Manually and alone, lift and carry 100 lbs or more.
2. Inspects and performs maintenance on vehicle and equipment, adds oil and other fluids, changes filters, tightens and adjusts equipment parts.
3. Performs maintenance on a variety of terrains, surfaces and environments such as dry and level pavement or steep, uneven and slippery slopes on rip rap or rubble, grouted field stones, sod or dirt/clay grades; repetitively bends, twists, turns, stoops, stands or sits with and varying frequencies and durations.
4. Performs work exposed to a variety of particles, fumes and gases such as gravel dust, vehicle and equipment exhaust, emulsions and tars, salt or brines, etc.
5. Use scantron system for inventory.
6. Charge out parts to assigned fleet #
7. Fabricates and/or reconstructs equipment by using gas, arc, MIG welding methods
8. Uses diagnostic equipment as an aid in locating vehicle defects.
9. Road tests vehicles to locate operational defects prior to returning to active use.
10. Overhauls, repairs, and maintains all equipment.
11. Drivability
12. Be open to run or operate all types of equipment.

The above list of duties is to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **Minimum Qualifications**

**Education:** Possession of a high school diploma or equivalent.

**Experience:** Experience in general repairs and must hold a Michigan Mechanics certification.

**Other Requirements:** Possession of a valid Michigan Commercial Drivers License (CDL) w/air brake endorsement and successful completion of a physical examination and substance abuse testing. Must provide own tools. Specialty tools are provided by the road commission.

The above listed qualifications are guidelines. Other combinations of education and experience that provide the needed knowledge, skills and abilities to perform the job are considered.

\*\*This position could be either 1<sup>st</sup> or 2<sup>nd</sup> shift.