



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Mechanic
Department: Public Works
FLSA Status: Non-Exempt
Job Code: 3428
WC Code: 8380
Effective Date: January 1, 1991
Last Revised: September 12, 2013
Pay Grade: 031
Union: SEIU

SUMMARY

Performs a wide variety of maintenance, overhaul and repair functions of gas and diesel vehicles and equipment owned and operated by the County and through contract with other jurisdictions; acts in the capacity of the supervisor in his/her absence; does related work as required. An employee in this classification is responsible for the full scope of equipment mechanics on a scheduled, recurring as well as emergency basis. Work is performed under the general supervision of the Fleet Maintenance Supervisor who reviews the work for adherence to schedules and results attained. Although supervision is not normally a responsibility of positions in this classification, a mechanic may be responsible for overseeing the work performed by other mechanics in the absence of the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Performs routine maintenance of vehicles and equipment including lubrication, oil and filter changes, check and adjust fluid levels, inspect for and replace worn and broken parts.
2. Diagnoses and repairs or replaces vehicle and equipment parts including fans, starter, alternators, heating and air conditioning, carburetors, power steering, transmissions.
3. Performs major overhaul work on gas and diesel engines.
4. Fabricates special parts and welds as required.
5. Installs and removes electronic equipment in vehicles.
6. Prepares repair orders and responds to requests for assistance from departments.
7. Picks up and delivers vehicles.
8. Maintains work area in clean, orderly fashion.

9. Acts in capacity of Fleet Maintenance Supervisor in his/her absence.

SUPERVISORY RESPONSIBILITIES

May be responsible for overseeing the work performed by other mechanics in the absence of the supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires thorough knowledge of methods, materials, tools and equipment used in maintaining and repairing vehicles and equipment; occupational hazards and related safety precautions. Requires considerable knowledge of operation of vehicles and equipment maintained and repaired; some knowledge of principles of supervision and personnel practices. Ability to analyze and diagnose mechanical defects; understand and follow verbal and written directions; establish and maintain effective working relationships with other employees, other departments and outside vendors and suppliers; read and interpret manufacturer's lubrication and servicing manuals and charts; maintain accurate records; direct and review the work of others.

EDUCATION AND EXPERIENCE

High school education or equivalency preferably supplemented with training in automotive mechanics; and three years experience as a mechanic; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

The consequences of error could result in financial loss due to faulty mechanical servicing or repair work of automotive equipment.

Typical problems encountered generally revolve around vehicle and equipment operation and the ability to meet vehicle and equipment operator needs.

JOB CONTACTS

Frequent contacts are made with other County department employees and with employees of jurisdictions contracting for work regarding vehicle and equipment repair and maintenance; with suppliers and vendors for parts and materials and with outside organizations to which repair work is sent.

LANGUAGE SKILLS

Communicate effectively both verbally and in writing; analyze and evaluate situations, determine solutions and implement plans; prepare contracts and specifications.

MATHEMATICAL SKILLS

Ability to solve complex calculations including, but not limited to, statistics, trigonometry, algebra, sampling, conversion of various measurements formats, accounting of timber volumes, appraisals and budgeting.

REASONING ABILITIES

Ability to compile information from reports, research, and excerpts, and utilize experience to make sound land management decisions.

OTHER SKILLS AND ABILITIES

Use and care of tools, equipment and materials used in the mechanic trade.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Commercial Driver License, and a clean driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify and individual for this classification.

WORK ENVIRONMENT

Work is performed in a shop area; lifting, straining and climbing is required. Incumbent works with hazardous materials such as gasoline, oil, acids and carbon monoxide. Position is impacted by rush jobs, repetitiveness, heavy work flow, and on-call responsibility resulting in unpredictable hours.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mechanic- (Public Works Fleet Mechanic) - Physical Requirements

MATERIALS HANDLING	Essential for job	Frequency of Activity	Comments	EFFORT		LEGEND:					
				Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day					
						Freq.	% of day		# of times per hour		Min. per hour
Lifting 0-10# from 0" to up to 72"	X	Freq	Tools, equipment, supplies. In front of body while lying on back	Up to 20 sec.							
Lifting 11-25# from 0" to 48".	X	Occ-Freq	Tools, equipment, parts In front of body while lying on back	Up to 10 sec		Rare	1%	or	1x	or	6-12 min/hr
Lifting 26-50# from 0" to 32". Rare 75# 0-36"	X	Rare-Occ	Tools, equipment, parts, supplies. Hubs	Up to 10 sec		Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr
Carrying 0-10# 0-100 feet	X	Occ-freq	Tools, equipment, supplies	Up to 30 sec		Frequently	34-66%	or	21-120x	or	Up to 40 min/hr
Carrying 11-25# 0-20 feet	X	Occ	Tools, equipment, parts	Up to 30 sec		Constantly	67+%	or	>120x	or	>40 min/hr
Carrying 26-50# 0-10 feet. Very Rare 75# 0-10 feet	X	Rare	Tools, equipment, parts, supplies. Hubs	Up to 10 sec		Effort: List actual measurement in seconds or minutes per event.					
Pushing 20-50# of force, 10feet	X	Occ	Cars into car port ; toolboxes,	30 sec		Weight/Force: Actual weight or force, measured in foot/lbs.					
Pulling 20-50# of force, 1-3'	X	Occ	Cars into car port; toolboxes	10 sec		ENVIRONMENTAL FACTORS					
Reaching: above shoulder 72". (# of inches)	X	Freq	Access equipment and supplies, working on vehicles		1x every 3 sec. For 10 min	Time Spent:	Outside <input checked="" type="checkbox"/> Vehicle repair		Inside <input checked="" type="checkbox"/> Working in shop		Comments: Time Shared between
Reaching: At or below shoulder 36" (# of inches)	x	Freq	Using hand tools, working on vehicles	Up to 5 min		Temperature:	Normal <input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/>		Temp Change <input checked="" type="checkbox"/> Cold <input checked="" type="checkbox"/>		Comments: All weather elements
Grasp/Power grip:	x	Freq	Gripping hand tools, equip., supplies	Up to 5 min	1x every three seconds	Humidity:	Normal <input checked="" type="checkbox"/>		Wet <input checked="" type="checkbox"/>		Dry <input checked="" type="checkbox"/>
Pinch:	x	Occ	Handling tools, supplies, hardware		1x every 3 sec.	Atmosphere:	Dust <input checked="" type="checkbox"/> Odor <input checked="" type="checkbox"/>		Fumes <input checked="" type="checkbox"/>		Gas <input type="checkbox"/>
Fine Manipulation/ Dexterity:	x	Occ	Handling hardware, tools		1x every 2 sec	Hazards:	Mechanical <input checked="" type="checkbox"/>		Electrical <input checked="" type="checkbox"/>		Burns <input checked="" type="checkbox"/>

POSITIONAL ACTIVITIES	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:	Ear Plugs <input checked="" type="checkbox"/>	Footwear <input checked="" type="checkbox"/>	Safety Glasses <input type="checkbox"/>	Coveralls <input checked="" type="checkbox"/>	Other:																														
						Surfaces:	Slippery <input checked="" type="checkbox"/>	Uneven <input checked="" type="checkbox"/>	Other: All types																																
Balance	X	Freq	Moving in and around vehicles	15 min		Sustained Vibration:	# of min 3-5	Gloves <input checked="" type="checkbox"/>	Intensity: moderate	Other:																															
Bend/Squat	X	Occ-freq	Acc. Equip and supplies, move in, around and under cars		1x every 30 sec.																																				
Kneel	X	Occ	Working in, around and under vehicle	1-5 min		Asante Health System  WORK PERFORMANCE CENTER 781 Black Oak Drive, Ste 102, Medford, OR 97504																																			
Crawl	X	Rare	Working in, around and under vehicle	10-20 sec																																					
Climbing ladder/stairs	X	Occ	Access dump on truck,	Steps 13"-17"																																					
Walking/Standing	X	Occ-freq			10 min	<table border="1"> <thead> <tr> <th>Sensory Req.</th> <th>Ess.</th> <th>Freq.</th> <th>Sensory Req.</th> <th>Ess.</th> <th>Freq.</th> </tr> </thead> <tbody> <tr> <td>Speaking</td> <td>X</td> <td>Freq</td> <td>Touch</td> <td>X</td> <td>Occ</td> </tr> <tr> <td>Hearing</td> <td>X</td> <td>Freq</td> <td>Taste</td> <td></td> <td></td> </tr> <tr> <td>Vision</td> <td>X</td> <td>Const</td> <td>Smell</td> <td></td> <td></td> </tr> <tr> <td>Color Discrimination</td> <td>X</td> <td>Occ</td> <td>Balance</td> <td>X</td> <td>Freq</td> </tr> </tbody> </table>						Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.	Speaking	X	Freq	Touch	X	Occ	Hearing	X	Freq	Taste			Vision	X	Const	Smell			Color Discrimination	X	Occ	Balance	X	Freq
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Sitting, Sustained	X	Rare	Paperwork, driving vehicle	Up to 10min		PDC Level Comments: Med-Heavy Should be able to lift 75# infrequently and up to 35 pounds frequently. <div style="text-align: right;">  Therapist Signature License# 1063134 </div>																																			
Foot Controls	X	Occ	Pressing break, shifting	Up to 5min																																					
Upper Extremity:																																									
Reaching behind body, in front of body, overhead	X	Freq	Working using hand tools on vehicle	Up to 10 min	1x every 10 sec																																				
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Mechanic- (Public Works Mechanic) - Physical Requirements

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Carrying 26-50# 0-10 feet. Very Rare 75-100# 0-10 feet	X	Rare	Tools, equipment, parts, supplies. Hubs	Up to 10 sec		Effort: List actual measurement in seconds or minutes per event.					
Pushing 20-50# of force, 100feet	X	Occ	C-Fac Jack; toolboxes	30 sec		Weight/Force: Actual weight or force, measured in foot/lbs.					
Pulling 20-50# of force, 1-3'	X	Occ	C-Fac Jack; toolboxes	10 sec		ENVIRONMENTAL FACTORS					
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Bend/Squat	X	Occ-freq	Acc. Equip and supplies, move in, around and under cars		1x every 30 sec.	Sustained Vibration:	# of min 3-5		Intensity Moderate		Other:
Kneel	X	Occ	Working in, around and under vehicle	1-5 min		Asante Health System  WORK PERFORMANCE CENTER 781 Black Oak Drive, Ste 102, Medford, OR 97504					
Crawl	X	Rare	Working in, around and under vehicle	10-20 sec							

Climbing ladder/stairs	X	Occ	Access dump on truck,	Steps 13"-17"	
Walking/Standing	X	Occ-freq			10 min
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Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.
Speaking	X	Freq	Touch	X	Occ
Hearing	X	Freq	Taste		
Vision	X	Const	Smell		
Color Discrimination	X	freq	Balance	X	Freq

PDC Level Comments: Med-Heavy

Should be able to lift 75# infrequently and up to 35 pounds frequently.

Therapist Signature



License# 1063134