



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Journeyman Mechanic
Department: Public Works
FLSA Status: Non-Exempt
Job Code: 3459
WC Code: 8227
Effective Date: January 1, 1990
Last Revised:
Pay Grade: O41
Union: SEIU

SUMMARY

Performs a wide variety of maintenance, overhaul and repair functions on vehicles, construction equipment and other machinery; provides training, assistance and problem-solves with mechanics on difficult repairs and assignments; acts in the capacity of the Lead Mechanic in his/her absence; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this classification is distinguished from the Mechanic, in that this position performs the more difficult mechanic/repair work requiring an added measure of skill and experience. In addition, incumbents routinely provide training and assistance to other mechanics, and assign and oversee the work performed on more extensive projects. Work is performed under the general supervision of the Lead Mechanic who reviews work for adherence to schedules and results attained. Although supervision is not normally a responsibility of individuals in this classification, they may be responsible for overseeing the work performed by other mechanics and vehicle service workers in the absence of their supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed and many positions will involve duties which are not listed.)

1. Performs major overhaul work on gas or diesel road equipment.
2. Repairs transmissions, differentials and other gear boxes, making necessary replacements and adjustments.
3. Grinds valves, sets tappets and push rods; adjusts and repairs steering gear and front end assemblies; installs clutches and brake linings and makes necessary adjustments; inspects, repairs and replaces defective parts as needed.
4. Fabricates special parts or pieces of equipment.
5. Performs general welding including sheet metal, hard surfacing or repairing broken casting, using oxyacetylene or electric arc welding equipment as required.

6. Provides training to other mechanics; provides assistance to and problem-solves with mechanics on difficult repairs and assignments as needed.
7. Assigns, oversees and reviews the work performed on more extensive projects.

SUPERVISORY RESPONSIBILITIES

May be responsible for overseeing the work performed by other mechanics and vehicle service workers in the absence of their 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 the methods, practices, and tools used in repairing, maintaining and overhauling automotive and construction equipment, both gasoline and diesel powered; principles of internal combustion engines and standard transmissions, differentials, hydraulic units and other equipment systems and assemblies; occupational hazards and related safety precautions. Must have skill in the use and care of tools, equipment and materials used in the maintenance and repairs of vehicles, construction equipment, and other machinery.

A person in this position must analyze and diagnose mechanical defects; understand and follow verbal and written directions; read and interpret manufacturer's lubrication and servicing manuals and charts; maintain accurate records; assign, oversee, and review the work of others. Some knowledge of the principles of supervision and personnel practices.

Work is performed in a shop area and in the field as necessary; lifting, straining and climbing is required. Incumbents work with hazardous materials such as gasoline, oil, acids, and carbon monoxide. Position is impacted by rush jobs, repetitiveness, heavy work flow, interruptions, and distractions.

It is every employee's responsibility to be actively involved in creating a safe work environment. Employees at all levels are accountable for their own safety and for appropriately correcting or reporting any observed hazards. This means that employees are required to:

1. Report all accidents/incidents immediately to their supervisor
2. Wear the required personal protective equipment in accordance with written department policy. There are no exceptions.
3. Report hazardous/unsafe conditions or other safety and health concerns to their supervisor immediately.
4. Participate in safety committee activities, in support safety committee membership.
5. Take personal responsibility to become adequately trained and educated in proper and safe work practices and procedures, and safety policies and rules.
6. Obey all safety and health regulations as stated in Public Works Policies and Work Rules.
7. Attend all required safety training.

(Additional language for Manager and Lead Worker positions)

In addition to the above seven (7) items, the employee shall have the following responsibilities:

- Have the responsibility to train workers.
- Enforce department safety and health rules.
- Take immediate corrective action to eliminate hazardous/unsafe conditions and practices.
- Provide appropriate personal protective equipment, train employees in its use, and make sure it is used and properly maintained.
- Assure that all machine guarding is in place and functioning properly.

- Promptly report all accidents and incidents.

EDUCATION AND EXPERIENCE

Requires a high school education or equivalency, supplemented with training in mechanics, and three years of progressively responsible experience in the maintenance, repair, and overhauling of vehicles, construction equipment, and/or other machinery, 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: 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.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, and talk or hear. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

BACKGROUND INVESTIGATION

May be subject to background check depending on position assignment.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds =			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<input type="checkbox"/>	Depth perception	Describe:
<input type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>