



Position:

Mechanic

Department:

Lee-Ogle Transportation System

Reports to:

Director of LOTS

Classification:

Nonexempt

Salary Level:

\$45,000 - \$55,000

JOB DESCRIPTION

Summary/Objective

Maintaining and Repairing all vehicles of LOTS and the Transit Center's equipment; other provider vehicles of the LOTS system and County vehicles as needed.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Repair and maintain all LOTS vehicles, that Reagan Transit Center equipment, provider vehicles of the LOTS system and County Vehicles.
- Welds and brazes equipment when necessary.
- Install injectors, pistons, liners, cam shafts, brakes, tires, cylinder heads, rod and main bearings, oil pans, fan hubs, differentials, batteries, and replace transmissions and other parts.
- Performs and keeps records of all maintenance and service work.
- Capable of operating all LOTS related equipment.
- Instructs personnel on the proper care and maintenance of equipment.
- Takes refresher courses as assigned by the Director of LOTS.
- Aids in ordering shop supplies.
- Orders repair parts for equipment.

- Reports all needed repairs of equipment to Director of LOTS.
- Performs all normal roadway maintenance functions from time to time.
- Performs snow and ice removal at Reagan Transit Center (LOTS) during winter months.
- Any other duties that from time to time may be assigned.

Competencies

- Requires being reliable, responsible, and dependable, and fulfilling obligations.
- Requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Requires being pleasant with the public and others on the job, and displaying a good-natured, cooperative attitude.
- Requires being careful about detail and thorough in completing work tasks.
- Requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Requires being honest and ethical.
- Requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Requires being open to change (positive or negative) and to considerable variety in the workplace.
- Requires a willingness to take on responsibilities and challenges.
- Requires accepting constructive criticism and dealing calmly and effectively with difficult situations.

Supervisory Responsibility

May need to supervise and instruct others that are performing maintenance or repairs on County equipment – **Not applicable**

Work Environment

This job operates in a professional shop and workplace environment. The employee is sometimes exposed to outside weather conditions.

- Requires routine work to be interrupted.
- Requires flexibility and patience.
- Requires being self-motivated and able to complete job assignment without direct supervision.
- Requires being exposed to contaminants; such as pollutants, gases, dust and odors.
- Requires being exposed to outdoor weather elements.
- Requires contact with other team members and general public.
- Requires wearing common protective or safety equipment such as latex gloves, safety shoes, glasses, and ear plugs.
- Requires making repetitive motions.

Physical Demands

- Ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to exert maximum muscle force to lift, push, pull, or carry objects over 75 pounds.
- Ability to see details at close range (within a few inches of the observer).
- Ability to communicate information and ideas in speaking so others will understand.

Tools Used in This Occupation

All air, hand and power tools necessary to maintain and repair trucks and heavy equipment.

Position Type and Expected Hours of Work

This is a full-time position. Regular days and hours of work are Monday through Friday, 7:30a.m. to 4:00p.m. with periods or occasions of mandatory overtime.

Travel

No travel is expected for this position on a regular occurrence. However, some travel may be necessary for specialized training, should it arise.

Required Education

High school diploma or GED diploma.

Preferred Experience

Eight years of progressive experience in maintaining trucks and heavy equipment.

Additional Eligibility Qualifications

Passage of routine and random drug and alcohol screening.

Work Authorization/Security Clearance

Background check is required for this position.

AAP/EEO Statement

The County will comply fully with the nondiscrimination regulations set forth in relevant State and Federal laws and Executive Orders.

It is the intention of this County to provide equality and respect to all individuals in matters of service and employment. The County will also extend this policy to other agencies, institutions, and organizations that contract with the County.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Date: _____

Department Head _____

Administrator _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____