



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Automotive/Equipment Mechanic</u>	<b>NEW:</b> _____	<b>REVISED:</b> <u>X</u>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>Fleet Superintendent</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/2021</u>
<b>DEPARTMENT:</b> <u>Road &amp; Bridge</u>	<b>JOB CODE:</b> <u>701</u>	

### **SUMMARY:**

The Automotive/Equipment Mechanic performs advanced-level maintenance and repair of County owned vehicles and heavy construction equipment. Responsibilities are performed under general supervision of Fleet Supervision.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Perform preventative maintenance, repair, and general overhaul of Auto/Heavy Duty/Small gasoline, diesel and Liquefied Petroleum gas (LP) engines and equipment, manual and automatic transmissions, rear ends, drive lines, clutch, hydraulic/Air brake and electrical systems, air conditioning and related equipment, fuel and cooling systems, hydraulic and pneumatic systems at a vehicle maintenance facility or the site of a vehicle breakdown.

Installs vehicle body components, decals and other accessories. Clean work areas, equipment, and tools. Performs MVI safety inspections and ensures all vehicles are inspected as required by law.

Responsible for parts management, including ordering per County Purchasing Policy, verifying receipt of goods and accuracy of invoices, and maintaining appropriate inventory records.

Maintain accurate records of services/activities performed; complete forms and maintain computer-based logs. Repair and service small engines, such as chainsaws, lawn mowers, and related equipment.

May provide maintenance and repair work on stationary equipment, fixtures, and other equipment. Provides input to the Fleet Superintendent in the preparation/evaluation of bid

specifications/quote solicitations for vehicles, equipment, and parts. Assist in loading, unloading, and securing materials and equipment.

Utilize electronic diagnostic equipment and corrective tools, including power tools, ignition scope, laptop computer, drill dress, hydraulic press, torch, and welder. Ability to operate a forklift and other heavy equipment for the purpose of troubleshooting and repair.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Basic knowledge of steel fabrication methods
2. Advanced knowledge of the occupational hazards connected with vehicle maintenance and repair, including relevant safety standards and precautions
3. Advanced knowledge of the standard practices, methods, tools, materials, and equipment of the automotive and mechanical trades
4. Ability to read mechanical drawings/wiring schematics to determine parts requirements
5. Ability to use and maintain bench and hand tools, machines, and test equipment of the automotive and mechanical trades in a safe, efficient manner
6. Ability to troubleshoot and diagnose problems relating to the safe and effective operation of gasoline, diesel and liquefied petroleum gas (LP) vehicles and equipment

**PHYSICAL DEMANDS:**

Position requires FREQUENT standing, talking, hearing, bending, kneeling, stooping, crouching, climbing, standing, and pulling. Employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms, and move up and down from or to sitting or laying position on the floor. Requires significant physical stamina and endurance, including the ability to lift and carry up to 100 lbs., and operate hand tools. Requires clarity of vision, three-dimensional vision, ability to indentify/distinguish colors, and precise hand-eye coordination.

**WORK ENVIRONMENT:**

Requires indoor/outdoor work that involves exposure to extreme temperatures, rain, sleet, snow, dust, fumes, and hot/dangerous chemicals or materials. This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires overtime and nighttime work as needed and requires the ability to respond to emergency situations within a reasonable time period.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent. Minimum of three years' experience in the maintenance and repair of gasoline, diesel, and liquified petroleum (LP) vehicles and equipment. Must have a valid class B CDL with air brake endorsement within 6 months of hire. Missouri state vehicle inspection license, Freon handler certification, and air brake repair certification must be obtained within 1 year of hire.

**PREFERRED QUALIFICATIONS:**

**ASE training and certification**

*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.*