

BARTON COUNTY

POSITION DESCRIPTION

DEPARTMENT: Road & Bridge

POSITION TITLE: Mechanic / Welder

GRADE: 3

EMPLOYMENT CATEGORY: Regular Full-Time

STATUS: Non-Exempt

REPORTS TO: Shop Foreman

POSITION SUMMARY: Maintains and repairs automotive and construction equipment. Highly skilled and experienced position; performs welding, body repair and refinishing of equipment. Maintains Road & Bridge shop buildings and grounds. Primarily performs mechanical work and assists welders as needed.

PREFERRED JOB DUTIES:

EQUIPMENT SERVICE WORK

- Knows and monitors the change intervals of all fluids and grease points on equipment to ensure no items are overlooked.
- Works on tires and repairs shop equipment as needed.
- Repairs and replaces inoperative components or parts; Repairs inoperative equipment at the work site location as needed/required.
- Maintains an accurate and permanent record of the service history on equipment, including mileage, dates and items serviced.

EQUIPMENT REPAIR

- Repairs and tunes pickups, trucks, tractors, mechanical equipment and heavy construction equipment to provide the best performance.
- Maintains all phases of repair on diesel and gas engines.
- Overhauls engines, transmissions, differentials, hydraulic and pneumatic systems, electrical systems and accessories.
- Tests repair and/or replacement components to ensure it is functioning properly. Tests repaired equipment at the work site location as needed/required.
- Reassembles all equipment after repair work is complete, whether in the shop or at work site location.

WELDING

- Performs cutting and welding operations on machinery and equipment, including highway and bridge guardrails, fittings and parts.
- Constructs brackets, braces and repair parts for machinery, implements and equipment.
- Brazes and solders hard surface metals; preheats and cleans metals; lays out, cuts, fits, welds, grinds and finishes metal.
- Straightens, fills, sands and finishes truck body parts.

OTHER

- Assists road and bridge crews during storms, emergencies, and/or as needed.
- Maintains inventory as directed by the Shop Foreman.
- Performs all other duties/manual labor tasks as requested.

Reference attached detailed duties;

EDUCATION: Minimum Required: High school diploma or equivalent (GED) and two (2) years vocational school or on-the-job training in welding, machining and mechanical trade skills preferred.

EXPERIENCE: Minimum Required: Pay will be determined based on experience as well as skills to be able to complete preferred job duties as well as essential job duties.

Licensure/Certification: Current Class A or Class B CDL Driver's License or obtain within 6 months of hire.

SKILLS / KNOWLEDGE: Ability to read, write and communicate in fluent English. Computer experience and ability to write comprehensive reports; excellent math skills required; ability to follow oral and written instructions; ability to operate all types of automotive and construction equipment. Refers unusual problems with suggestions for solution to supervisor; works under direct supervision. Frequent close mental and visual attention required.

PHYSICAL REQUIREMENTS / ABILITIES: Frequently uses hand and pneumatic, drill, press, forklift and grinders, also uses hoists, metal lathe, valve grinders and power air tools. Consistently climbs on and off equipment; frequently stoops, bends, crawls, lies on back, reaches and stretches to accomplish tasks; lifts vehicle assemblies weighing 100 pounds or more. Climbs ladder to work on Road & Bridge building equipment. Most duties are related with some technical and instructive work involved.

WORKING CONDITIONS / ENVIRONMENT: Works inside shop and outdoors on a regular basis; exposure to inclement weather conditions. Regularly works around loud and noisy equipment; experiences occasional risk and discomfort performing job tasks.

ESSENTIAL JOB DUTIES

Equipment Service Work

1. Changes oil and filter and refills with proper fluids.
2. Knows all grease points on the equipment and greases at specified intervals also corrects if the zerk refused to take grease.
3. Knows the change intervals of all fluids and is constantly monitoring these items to see that the items are not overlooked.
4. Repacks all bearings at the proper intervals.
5. Checks and lubricates transmissions and differentials when servicing equipment.
6. Checks batteries when servicing for proper fluid level.
7. Checks all hoses, belts, drive lines, tires, motor mounts, leaks, frames, springs, when servicing and informs the Shop Foreman and operators of any problems.
8. Keeps a permanent record of the service history including mileage and dates the items were serviced.
9. Informs the shop foreman of any abuse of the equipment.
10. Keeps area clean and checks and repairs all servicing equipment when needed.
11. Cleans and waxes equipment when time permits.
12. Keeps washroom clean unless someone is hired to do so.

Equipment Repair

1. Overhauls and replaces gasoline engines to the manufacture's specifications in a reasonable amount of time.
2. Repairs suspensions, springs, brakes, clutches, transmissions, and they function as the manufacturer intended.
3. Follows oral and written instructions from the Shop Foreman.
4. Organizes repairs in a logical sequence.
5. Adapts departments tools to the repair problem.
6. Shows leadership in the course of action to take.
7. No safety related comebacks on brake problems.
8. Listens to the operator to give guidance.

Adjustments and Minor Repairs

Tune-up valve adjustment, U-joints, starters, generators, alternators, wheel bearings, carburetors, etc., and are done according to manufacturing specifications and functions as intended.

Other Duties

1. Cleans shop in spare time without always being reminded.
2. Mows yard when time permits.
3. Spends minimum amount of time when running errands.
4. Give employees advice as to the function of the equipment and how it is to properly operate.
5. Is always courteous when answering th4e phone or radio and gets the necessary information.

Other Jobs Showing Versatility

1. Sandblasting and cleaning equipment.
2. Painting
3. Operating equipment when needed.
4. Welding.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Printed Name _____ *Date* ___/___/___

Employee Signature _____

Department Head Signature _____

Administrator Signature _____