# MONROE COUNTY

## JOB DESCRIPTION

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| **Position Title**: LEAD MECHANIC | | **Date**: 03/28/05 |
| **Position Level**: 9 | **FLSA Status**: Nonexempt | **Class Code**: 9-12 |

### GENERAL DESCRIPTION

Primary function of this position is to be responsible for all garage administrative, supervisory and operational duties in the assigned area of the keys.

### KEY RESPONSIBILITIES

1. Performs repairs required on County vehicles due to equipment failure.
2. Develops schedules for preventative maintenance inspections on county vehicles.
3. *Performs Emergency Services vehicle repairs and inspections.
4. Performs Sheriff's department vehicles preventative maintenance inspections and repairs.
5. Order parts for repairs of all County, Emergency Services and Sheriff Department vehicles.
6. Assist other mechanics in the repair and maintenance of vehicles.
7. Evaluates employees.
8. Approves leave requests, timesheets, supplies, etc.
9. Schedules maintenance and repairs.
10. Maintains fuel inventory
11. Maintains generators.
12. Performs safety inspections on vehicles/equipment/facilities.
13. Performs cleaning, repairing, servicing of air conditioning, ignition systems, electrical components, brake systems, transmissions, pumps and generators.
14. *Completes paperwork. Use of Fleet Computer Programs.
15. Operates and drives the County's fuel tanker truck. Fuels the County's emergency power generators and diesel powered equipment.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

| **Position Title**: LEAD MECHANIC | **Class Code**: 9-12 | **Position Level**: 9 |
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| **KEY JOB REQUIREMENTS** | |
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| *Education:* | Vocational or Technical School required. |
| *Experience:* | 5 to 7 years. |
| *Impact of Actions:* | Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions. |
| *Complexity:* | Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations. |
| *Decision Making:* | Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project. |
| *Communication with Others:* | Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures. |
| *Managerial Skills:* | Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit. |
| *Working Conditions/ Physical Effort:* | Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury. |
| *On Call Requirements:* | On call 24 hours pending disasters. |
| *Other:* | Within one year of employment, employee must obtain a valid Commerical Driver's License Class "A"w/all mandated endorsements in order to legally drive and opera te the fuel tanker truck. The county will assist with training and testing necessary in order to obtain the appropriate class of driver's license. Must supply and maintain a reasonable amount of own hand tools. The county is responsible for suppying special equipmment and special tools only. Previous experience as Chief Mechanic is helpful. THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. EMPLOYEES IN THIS POSITION ARE SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING. |

**APPROVALS**

*Department Head*:

Name: _____ Signature: _____ Date: _____

*Division Director:*

Name: _____ Signature: _____ Date: _____

*County Administrator*:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____