MONROE COUNTY

JOB DESCRIPTION

Position Title: MECHANIC I		**Date**: 03/28/05
Position Level: 6	**FLSA Status**: Nonexempt	**Class Code**: 6-12

GENERAL DESCRIPTION

The primary function of this position is to repair and maintain Monroe County's fleet vehicles under the direct supervision of a more highly skilled mechanic and/or supervisor.

KEY RESPONSIBILITIES

1. *Diagnosis of the extent of mechanical malfunctions.
2. *Repairing of mechanical malfunctions and testing repairs.
3. Maintaining fuel consumption and delivery documentation.
4. Ordering of parts for automotive repairs.
5. Perform inspections of vehicles and equipment.
6. Perform road calls for on site repairs.
7. Attend safety meetings.
8. Completes paperwork. Use of Fleet Computer Programs.
9. Test drive vehicles.
10. Operates and drives the County's diesel 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: MECHANIC I	**Class Code**:	**Position Level**: 6

KEY JOB REQUIREMENTS	
Education:	H.S. Diploma or GED required.
Experience:	1 to 2 years.
Impact of Actions:	Makes recommendations or decisions which usually affect the entire department.
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:	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
Communication with Others:	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary workers.
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 Commercial Driver's license Class "B" w/ all mandated endorsements in order to legally drive and operate 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 supplying special equipment and special tools only. THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS 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: _____

Position Title: MECHANIC I	**Class Code**:	**Position Level**: 6

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

Name: _____ Signature: _____ Date: _____