

**POSITION DESCRIPTION  
COUNTY OF FULTON, INDIANA**

**POSITION:** Mechanic  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 7:00 a.m. - 3:30 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** June 2009

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Fulton County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Mechanic for the Fulton County Highway Department, responsible for maintenance and repair of Department vehicles and equipment.

**DUTIES:**

Performs adjustments, preventive maintenance and repairs on Department vehicles and equipment according to warranties, mileage and usage, including oil changes, tire changes, tune-ups, and brake jobs.

Operates equipment and vehicles to diagnose malfunctions, including observing, listening and identifying problem source and solution. Removes, rebuilds and reinstalls various parts as needed, including gasoline and diesel engines, transmissions, rear ends, brakes, lights and hydraulics.

Performs various mechanical trades in repairing and fabricating parts, including welding, brazing, torch cutting, and wiring. Designs, fabricates and installs added features on new vehicles and equipment, such as hitches, plow frames, and underbody mounting.

Implements maintenance on buildings, tools and County property and maintains clean and orderly work areas, including sweeping, removing trash and debris, and returning tools, parts and equipment to proper storage locations.

Maintains detailed records of maintenance and repair activity, including work descriptions, parts and cost.

Operates a variety of machinery, equipment and tools in performance of duties, such as hammers, screw drivers, wrenches, drills, drill press, air compressor and nozzle, power saws, pressure washer, grinder, cutting torch, welding equipment, tap/die sets, gauges, files, micrometer, ratchet, steam cleaner, calipers, deburring/deflashing tools, broom, and other hand/power tools as needed. Performs related duties as assigned.

highway/mechanic

## **I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all Department hiring requirements, including passage of a medical exam and a drug test.

Thorough knowledge of and ability to perform various mechanical trades, including welding, torch cutting, brazing, wiring, fabrication and machining.

Working knowledge of and ability to make practical application of Department safety policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of Department trucks, vehicles and equipment, with ability to analyze and diagnose mechanical and electrical malfunctions and complete related maintenance and safety measures.

Ability to effectively communicate orally and in writing co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to complete and maintain accurate records of maintenance/repair activity.

Ability to read and interpret detailed prints, specifications, technical manuals, instruments, gauges and dials. Ability to use shop mathematics.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions and time constraints.

Ability to work strenuously for extended periods and work on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to physically perform assigned duties, including standing/walking for long periods, walking on rough terrain and concrete, working in cramped/awkward positions, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close and far vision, depth perception, hearing mechanical sounds, and handling/grasping/fingering objects.

Ability to operate a variety of machinery, equipment and tools in performance of duties, such as hammers, screw drivers, wrenches, drills, drill press, air hammer, air compressor, air nozzle, power saws, pressure washer, grinder, cutting torch, welding equipment, tap/die sets, gauges, files, micrometer, ratchet, steam cleaner, calipers, deburring/deflashing tools, broom, and other hand/power tools as needed.

Ability to occasionally work extended hours, evenings and/or weekends.

Ability to occasionally serve on-call and respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and Commercial Driver's License (CDL) with required endorsements and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to standard Department operating procedures, prioritizing work according to supervisor and vehicle/equipment service needs. Incumbent refers to supervisor unusual or unprecedented situations, such as equipment that will be inoperable for an extended period of time or excessive repair costs. Incumbent's work is reviewed through random checks at critical phases and upon completion of specific duties. Errors in work are primarily detected or prevented through reference to technical manuals/specifications and standard safety procedures. Undetected errors could result in damaged or unsafe equipment and/or endangerment to self or others.

Incumbent reports directly to Superintendent.

## **III. PHYSICAL EFFORT:**

Incumbent's duties often requires continuous physical exertion, involving standing/walking for long periods, walking on rough terrain and concrete, working in cramped/awkward positions, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, close/far vision, color/depth perception, hearing mechanical sounds, and handling/grasping/fingering objects.

**IV. WORKING CONDITIONS:**

Incumbent performs majority of duties in a garage and in trucks/heavy equipment and is frequently exposed to hazards normally associated with vehicle maintenance/repair and the outdoors, including heavy equipment, moving parts, noise, dust, grease, fumes, fuels, confined spaces, heights, toxic chemicals, extreme temperatures, wet/icy conditions, inclement weather and traffic. Incumbent is required to wear protective clothing/equipment, such as steel toe boots, safety goggles, gloves, and welding helmet. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended hours, evenings and/or weekends and occasionally serves on 24-call for emergency situations.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Mechanic for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name