



WALLER COUNTY JOB DESCRIPTION



Position Title:	Mechanic				
FLSA Status:	NON-EXEMPT	Min. Pay Rate	\$20.70 hr	Max. Pay Rate:	\$27.96 hr

Class Title: Mechanic

Department: Road and Bridge

FLSA Status: Non-Exempt

Pay Grade: 107

Employee ID:

Employee Name:

Approved Date:

Reports To: Foreman

SUMMARY

The Mechanic is responsible for the Preventive Maintenance (PM) services that are performed on all county vehicles and equipment. Assists in repairs to equipment and vehicles, cleanup of shop area and tools, and aids operators and other personnel with equipment problems as directed by the Foreman and County Engineer.

SUPERVISION RECEIVED

The Mechanic is hired by the Road Superintendent and supervised by the Foreman.

SUPERVISION EXERCISED

Direct Report – None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary based on department needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

- Repairs and/or assists in repair and maintenance of equipment.
- Provides repairs and balances on new and used tires. Mounts and dismounts tires.
- Maintains vehicles by washing and cleaning any vehicle or piece of equipment that needs cleaning.
- Informs Supervisors of supply needs and parts inventory.
- Performs related special projects as assigned.
- Occasional on call duty may be required.
- Complies with departmental and countywide policies, procedures, and safety standards.
- Keeps vehicle, equipment and break room clean.
- The physical demands and environmental factors listed below as well as regular attendance are essential functions for this position.
- Interact effectively with the general public, co-workers, supervisors and others in a pleasant and professional manner.
- Use a computer, phone, or tablet to access and use Waller County’s software programs.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- One year of experience in equipment or vehicle maintenance.
- Technical school training in mechanic or related field (preferred).
- Familiar with hand tools and mechanic shop tools.
- General knowledge of the methods, materials and tools used in modern equipment repair facilities.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
- Must maintain a satisfactory Motor Vehicle Record.
- Subject to post-offer, pre-employment and random drug testing, criminal background investigations and motor vehicle record reports.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be self-motivated, and administer all job responsibilities with limited supervision.
- Must have knowledge of basic mathematical principles.
- Be professional, dependable, resourceful, and work independently.
- Work well with others as a member of a crew.
- Interact effectively with the general public, co-workers, supervisors and others in a pleasant and professional manner.
- Ability to stoop, push, pull, walk, stand, drive and lift up to 100 pounds.

CERTIFICATIONS, LICENSES & REGISTRATIONS

- Texas Class A Commercial Driver's License with no air brake restriction required.
- Tanker and Hazmat endorsements may be required.

WORKING CONDITIONS

- Work in all kinds of indoor and outdoor environments, including inclement weather (heat, cold, and wet).
- Exposure to vibration, noise, dust, fumes, exhaust gases and/or potentially hazardous chemicals.
- Work outside of the normal office hours may be required to meet deadlines and address emergencies.
- This position requires availability to address emergencies during nonstandard work week hours, including holidays and weekends.
- Ability to work overtime when necessary.
- Work reporting location may be anywhere within Waller County.
- Duties may be based on a work week schedule of either 10-hour (4) work days or 8-hour (5) work days as assigned by the County Engineer or their designee and may be changed at any time.
- Essential Personnel for Emergency Situations, at the discretion of the County Engineer.
- Subject to ON – Call rotation at a minimum twice per year.