



WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	MECHANIC - ENTRY LEVEL				
FLSA Status:	NON-EXEMPT	Min. Pay Rate	\$20.00/hr	Max. Pay Rate:	\$24.50/hr

Summary:

The Entry Level 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 aid to operators and other personnel with equipment problems as directed by Fleet and Equipment Maintenance Supervisor.

Essential Functions:

1. Assists other service technicians in repair and maintenance of equipment.
2. Provides repairs and balances on new and used tires. Mounts and dismount.
3. Maintains vehicles by washing and cleaning any vehicle or piece of equipment that needs cleaning.
4. Informs Fleet and Equipment Maintenance Supervisor of supply needs and parts inventory.
5. Performs related special projects as assigned.
6. Occasional on call duty may be required.
7. Complies with departmental and countywide policies, procedures, and safety standards.
8. Keeps vehicle, equipment and break room clean.
9. Other job responsibilities assigned by supervisors but not limited to.

Peripheral Duties:

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

1. High school diploma or equivalent.
2. One-year experience in equipment or vehicle maintenance.
3. Technical school training in mechanics or related field (preferred)
4. Familiar with hand tools and mechanic shop tools including vehicle lifts, hydraulic jacks, tire machines and balancers, overhead crane, and wash rack.
5. General working knowledge of vehicle mechanical and electrical systems.
6. General knowledge of the practices, methods, materials and tools used in modern equipment repair facilities.
7. Ability to communicate effectively verbally and in writing.
8. Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
9. Must maintain a satisfactory Motor Vehicle Record.
10. Class "A" Commercial Driver's License (CDL, post-offer, pre-employment and periodic physicals, drug testing's, criminal background investigations and motor vehicle record reports. (preferred)

Knowledge, Skills and Abilities:

1. Must be self-motivated, and administer all job responsibilities with limited supervision.
2. Must have knowledge of basic mathematical principles.
3. Ability to communicate effectively in person, by phone, in writing and electronically, to interact in a courteous, respectful and effective manner with the general public, elected and appointed officials of the County and Cities, other organizations, and other County personnel.
4. Ability to operate a variety of hand, power and shop tools.

Certifications, Licenses & Registrations:

Texas Class "A" Commercial Driver's License with tanker endorsement, with no Air Brake restriction.

Physical Requirements:

1. Must be able to climb ladders, carry toolboxes and operate hand and power tools.
2. Requires bending, kneeling, crawling and maneuvering in and around all kinds of equipment.
3. Must be able to lift a minimum of 75 pounds to waist height.
4. Must be able to clearly and effectively communicate as necessary to conduct daily operations.
5. Requires the ability to see and hear as well as perceive colors.

6. Operates motor vehicles.
7. Must be able to operate hand, power and shop tools needed for vehicle and equipment maintenance.

Working Conditions:

1. Indoor non-air-conditioned shop or outdoor work with exposure to heat, cold and inclement weather.
2. Exposure to vibration, noise, dust, fumes, exhaust gases, and contact with some chemicals.
3. Occasional work in traffic.
4. Work outside of the normal office hours (Monday-Thursday 6 a.m. to 4:30 p.m.) may be required to meet deadlines and accuracy requirements due to being essential personnel.
5. Duties may be based on a work week schedule of four 10-hour work days as assigned by the County Engineer or their designee and may be changed at any time.
6. Subject to On-Call rotation at a minimum twice per year.

Applications are available at the Road and Bridge Department, 775 Business 290, Hempstead, Texas or on the Waller County website at www.co.waller.tx.us. Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.