

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>HEAVY EQUIPMENT MECHANIC</b>
<b>DEPARTMENT:</b>	<b>TRANSPORTATION</b>
<b>REPORTS TO:</b>	<b>EQUIPMENT SUPERINTENDENT</b>

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<b>CLASS CODE: 32276</b>
<b>FLSA STATUS: N</b>
<b>DATE: 9/04</b>

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Under general supervision, performs skilled maintenance and repair of the County's vehicles and equipment and other related equipment. The work consists of performing skilled mechanical duties under general direction within a frame work of well defined policies and procedures.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Diagnoses problems, performs repairs, road tests, completes paper work associated with repair; performs unscheduled repair of equipment and vehicles.

Performs maintenance and repair work on automobiles, trucks, tractors, graders, caterpillars, gas and diesel engines, and other related equipment.

Develops special replacement and innovative parts for new and rebuilt equipment.

Repairs equipment in the field as necessary.

Inspects, trouble-shoots, and overhauls transmissions, electrical systems, cooling systems, valves, pistons, hydraulic lifts, carburetors, and other related systems.

Performs safety checks on light, heavy, and related equipment.

Performs routine or special maintenance and repair work on air hammers, water pumps, weed eaters, generators, and various other pieces of light equipment.

Assists in the relocation or transportation of light and heavy equipment to various service locations.

Performs routine lubrications and other service related duties as required.

Performs routine maintenance around the shop and service area as required.

Attends seminars and classes on the maintenance and repair of equipment.

Reviews and researches services and repair manuals.

Maintains files and records pertaining to individual work load.

Enters daily repair and maintenance activity and use of inventory into computer system.

Maintains inventory of parts, equipment and supplies.

Answers telephone and answers questions or takes message as appropriate.

Performs body and fender repair work including welding, cutting, painting, and various other procedures.

Prepares requisitions for equipment replacement of parts and maintenance supplies.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Welding Equipment	Mechanics Hand Tools	Computer	Hoists
Air Compressor	Jack/Jack Stands		

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

One year certificate from an accredited college or technical school; and,

Four to six years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid State Driver's License - Class C

Valid State Driver's License Class B within six (6) months of hire

Welding Certification (depending upon assignment)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Methods, practices, materials, and tools of the light and heavy equipment and vehicle mechanical trade.

Operation and repair characteristics of a wide variety of light and heavy equipment and vehicles.

Safety precautions and hazards as they related to equipment maintenance and repair.

Gasoline and diesel engines and their operations.

Practices, methods, and tools of the welding and blacksmith trades.

Recordkeeping, report preparation, filing methods and records management techniques.

All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Using mathematics.

The use and care of the tools and equipment utilized in the performance of the essential functions of the job.

**Mental and Physical Abilities:**

Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Ability to diagnose and repair a wide variety of equipment.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is frequently required to stand, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock.

The incumbent's working conditions are typically moderately quiet, but may be loud at times.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.