



Service Mechanic

Department: Maintenance
Classification: Full-Time
Non-Exempt
Wage Range: \$13.50 – \$19.50
Established Date: 10/22/1999
Revision Date: 08/15/2014
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JOB SUMMARY:

To perform the maintenance, servicing, fueling and minor repairs of gasoline and diesel powered vehicles and equipment in the field and/or in assigned District yard within a timely manner. Responsible to the Equipment/Fleet Maintenance Manager for related job functions in cooperation with the Maintenance Project Director. Responsible for reporting to the Hatch, Central and Chamberino yards on a designated day and work in coordination with the Maintenance Support persons to service, inspect and repair all equipment located in these yards. Responsible for cleaning of the mechanic service shop.

ESSENTIAL DUTIES:

1. Assist the Equipment/Fleet Maintenance Manager in establishing priorities or deadlines, otherwise, accomplishes work on his/her own initiative. Performance is based on quantity and quality of completed work.
2. Determine by regular inspections the service work necessary to prevent breakdowns in a variety of gasoline and diesel powered vehicles and equipment.
3. Provide preventative maintenance, check fluid levels, change oil, check and service batteries and charging systems, check and service cooling systems, lubricate all District vehicles and equipment.
4. Performs repairs and replacement of hydraulic hoses, tire changes, keep a/c systems cleaned, make necessary adjustments on all District vehicles and equipment.
5. Makes minor repairs as necessary following trade practice and manufacturer's specifications and warranty guidelines.
6. Makes recommendations to the Equipment/Fleet Maintenance Manager regarding which vehicles/equipment should be shut down for major repairs.
7. Responsible for prioritizing and scheduling preventative maintenance calls based on needs and keep accurate service logs.
8. Required to log all maintenance service calls by vehicle/equipment.
9. Responsible for requisitioning necessary parts for vehicle/equipment maintenance.
10. Responsible for the service truck and equipment. Maintains adequate supplies, lubricating oils, grease, fuel and necessary tools to perform all field related maintenance.
11. Completes and maintains a record of all hours worked, supplies, mileage of vehicles and hours of equipment.
12. Responsible for following all DOT requirements.
13. Part of pumping crew during emergency situation.
14. Maintain a clean and safe work area, including service truck.
15. Responsible for compliance of safety rules and regulations.
16. Contributes to a team effort by accomplishing related results as needed.
17. Responsible for knowing and abiding by all department and District policies and procedures.
18. Attendance during scheduled shift.
19. Performs other duties as assigned.



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QUALIFICATIONS:

High school diploma or equivalent. Three (3) years of field service work or equivalent training in maintenance and automotive duties with construction heavy equipment and agricultural equipment; or four (4) years as a maintenance mechanic of construction heavy equipment and agricultural equipment. Associates of Applied Science in Automotive Technology preferred.

Education/Experience substitution: A combination of education, training and experience may be applied.

Licenses/Certifications: Must have a valid CDL Class A driver's license with Haz Mat Endorsement; T and N endorsements preferred, and be insurable.

Other: Must pass post-offer, pre-employment drug screen, medical exam and motor vehicle report in compliance with District insurance guidelines.

KNOWLEDGE/SKILLS/ABILITIES:

Must be proficient in the use of mechanics' hand tools and electronic testing equipment; must have knowledge of general agricultural equipment, principles of operation and servicing of stated types of equipment and traffic laws, ordinances and regulations involved in equipment operation; perform preventative maintenance on equipment; follow oral and written instructions; read gauges on equipment; operate a motor vehicle.

Must be skilled in coordinating hand and foot movements to properly operate controls on equipment to accomplish work; a self-motivated individual who is able to work with others in a team effort; must have the ability to communicate in English verbally and in writing; basic arithmetic; general office equipment and computer literacy a plus; ability to exercise independent judgment; maintain accurate records; demonstrate attention to detail; understand and follow broad or complex instructions; use logic and reasoning to identify alternative solutions, conclusions or approaches to problems when necessary; use initiative and independent judgment while recognizing when to refer matters to the attention of Management; maintain effective and cooperative working relationships with others.

PHYSICAL DEMANDS:

The employee must be able to move about the work environment; will be required to drive throughout the District; must have the ability to frequently move or re-position up to 50 pounds of materials or objects; and up to 100 pounds utilizing lifting devices or a buddy system. Essential duties are performed outdoors variable temperature conditions; work surface can be uneven, weather can be a condition of working environment.

This organization reserves the right to change job duties and a responsibility as need arises. This job description does not constitute a written or implied contract of employment.



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FREQUENCY:

NEVER = 0%
RARELY = 10%
OCCASIONALLY = 33%
FREQUENTLY = 34-66%
CONTINUOUSLY = 67+%

LIFTING:

WEIGHT	FREQUENCY	OBJECTS
1-10 lbs.	Continuously	Tools and filters
11-20 lbs.	Continuously	Batteries and oil containers
21-50 lbs.	Occasionally	Tires and barrels
50+ lbs.	Occasionally	Engine, drive train components, tires

CARRYING:

WEIGHT	FREQUENCY	OBJECTS
1-10 lbs.	Continuously	Tools and filters
11-20 lbs.	Continuously	Batteries and oil containers
21-50 lbs.	Occasionally	Tires, barrels and containers
50+ lbs.	Occasionally	Engine, drive train components, tires

Bending:	Frequently
Squatting:	Frequently
Kneeling:	Frequently
Crawling:	Frequently
Standing:	Continuously
Climbing:	Frequently
Reaching:	Continuously
Grasping:	Continuously
Fine Manipulation:	Continuously
Lying Down:	Frequently

Applicant Declaration:

I have read the qualifications and requirements of the position of Service Mechanic. To the best of my knowledge, I can perform these duties with or without accommodation.

SIGNATURE: _____ **DATE:** _____