

**POSITION DESCRIPTION**  
**WILLIAMS COUNTY ENGINEER**  
 An Equal Opportunity Employer

**Position Title:** Mechanic

**Department:** Highway **Date:** August, 2022

**Pay Class:** **FLSA Classification:** Non-exempt

**Civil Service:** Classified **Exempt Category:**

**General Purpose for Job:** Maintain equipment and vehicles used by the various departments of the County Engineer’s office

**Reporting Structure for Mechanic**

**Department Director or Administrator:** County Engineer  
**Department Manager:** Operations Manager  
**First-level Supervisor:** Vehicle Maintenance Supervisor  
**Work Coordinator:**

**Coordinates work of:**  
**Supervises:** Summer Interns

**DUTIES** *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted. The percentage of time allocated to each group of duties is approximate.)*

- | <u><b>Duty Group</b></u>   | <u><b>% Time:</b></u> |
|--|-----------------------|
| <ul style="list-style-type: none"> <li>• Perform vehicle and equipment maintenance and repair tasks                             <ul style="list-style-type: none"> <li>○ Perform routine, preventive inspection and maintenance tasks such as changing oil and filters, changing tires, checking fluid levels, greasing and lubricating moving parts, servicing vehicle transmissions and inspecting and repairing lights</li> <li>○ Diagnose and troubleshoot malfunctioning vehicles and equipment both in the shop and on the road</li> <li>○ Perform routine to complex repairs on diesel and gasoline fuel engines, electrical, ignition, intake and exhaust, hydraulic and related systems. Replace parts, such as pressure hoses and fittings, universal joints, carrier bearings and drive shafts, rewire vehicles and equipment and perform other related duties</li> <li>○ Perform minor body work to include cutting, welding, brazing and fabrication</li> <li>○ Perform winterizing activities on vehicles and equipment, services and repairs snowplows, sand spreaders and other related equipment</li> <li>○ Record work performed, parts used and work to be completed at a later time</li> </ul> </li> </ul> | <p>95%</p>            |

**Duty Group**

**% Time:**

- Perform vehicle and equipment maintenance and repair tasks (cont'd) 95%
  - Assist Vehicle Maintenance Supervisor by prioritizing work and placing parts orders in his/her absence
  - Deliver fuel to work sites and fill vehicle and equipment fuel tanks
  - Perform other duties as assigned or requested
  
- Assist Road department crews as needed 5%
  - Patch, pave and seal concrete and asphalt roadways
  - Haul materials and equipment to work sites
  - Repair road berms and ditches
  - Remove ice and snow from roadways
  - Monitor and direct traffic

**MINIMUM EDUCATION AND EXPERIENCE**

**Education:** High school diploma

**Experience:** Three years work experience performing routine maintenance and routine to complex repairs on diesel and gasoline engines on vehicles and equipment

*A different combination of education and experience may be acceptable if deemed equivalent.*

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge, skill and ability necessary to:

- Operate these and similar tools and equipment for a standard work shift, in accordance with customary operating and safety practices:

Representative Tools and Equipment	Used for:
• Medium to Heavy Motorized Equipment	
○ Service truck	Driving to work sites to repair equipment
○ Fuel truck	Fueling equipment at job sites
○ Dump truck	Hauling hot mix, stone, dirt
○ Loader and Grader	Driving into service garage
○ Forklift	Lifting heavy objects
• Small Machines	
○ Hoist	Raise and lower trucks
○ Air compressors	Powering air-operated equipment
○ Welder	Welding steel
• Hand and Power Tools	
○ Wrenches, sockets, drills, impact guns, welders, grinders, etc.	Making vehicle and equipment repairs

- Read instructions, operating manuals, departmental correspondence, bulletins, etc.
- Complete simple departmental reporting forms (e.g., time reports)
- Maintain effective working relationships with supervisor and co-workers

- Perform work of a physical nature for extended periods of time
- Follow simple instructions

**License or Certification Required:** Valid State of Ohio Class A Commercial Drivers' License with a driving record acceptable to the Engineer's Office insurance provider.

**Physical Demands:** Frequently – Standing for long periods of time, bending, stooping. Occasionally - Lifting or pushing weights in excess of 20 pounds, walking, climbing stairs (in buildings or into vehicles). Incumbents must be able to work in extreme hot or cold weather conditions. Incumbents frequently work on roadways alongside active traffic.

**Mental Demands:** Frequently – Problem solving, diagnosing, making decisions, supervising, organizing, and reporting. Occasionally – Comprehension to understand schematics, procedures, and standards. Incumbents will always need to communicate and cooperate with co-workers to support the mission of serving the citizens.

**Scheduling Demands and Constraints:** Must be willing and available to occasionally report for duty outside of regular shift, particularly during the winter months

**Employee Acknowledgement:** I received a copy of this position description on (date) \_\_\_\_\_. I read the position description, and discussed with my supervisor any questions I had regarding the duties detailed herein. I understand that the position description is a representative listing of duties (not all inclusive) that may change in response to the employer's operations.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_