

Scott County Government

Position Description Form

Position: Job Title: Chief Mechanic
Department Name: Road Department
Supervisor Title: Road Department Director

Position Summary

Under general supervision of the Director, supervises all shop personnel and maintenance of all County vehicles.

Duties and Responsibilities

- Select and request all purchases of maintenance and repair parts to assure the best quality and price for the benefit of the County.
- Estimate time and materials required to perform major repairs.
- Determine which repairs can most efficiently be performed out of shop, when appropriate, and designate where such repairs should be made.
- Advise and train other mechanics and employees on proper use of equipment and repair procedures.
- Periodically update and upgrade the skills necessary to keep abreast of new technology and developments by attending appropriate schools and seminars.
- Keep maintenance records on all vehicles owned and maintained by the County.
- Operate tools, equipment, and machinery according to prescribed safety procedures
- Inspects repair work performed by mechanics.
- Maintain accurate records of time and materials required to perform repairs and service.
- Uses tools and equipment such as oscilloscope for engine diagnosis, tire changes, wheel balancers, front end aligning equipment, plus normal hand wrenches and related tools.
- Ensure shop, equipment, and tools are in safe operating condition
- Follow established safety procedures and techniques to perform job duties.
- Supervises staff, coaches, and counsels employees as needed.
- Performs other duties as assigned or required.

Position Dimensions

Education and Experience:

- High School graduate or GED equivalent
- Three years of related work experience
- Prefer applicants with previous supervisory experience

Special Knowledge, Skills, and Abilities:

- Ability to plan and implement a comprehensive and effective maintenance and repair program for all vehicles of the county's fleet.
- Ability to plan, organize, and direct the work of a small group of employees
- Ability to establish and maintain effective working relationships with government officials, department heads, and employees
- Ability to express ideas effectively, orally, and in writing

Supervisory Responsibility:

- Supervises Mechanics (3)

Technology:

Uses oscilloscope for engine diagnosis, wheel balancers, front end aligning equipment, etc.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- ✓ Work is performed in equal amounts inside and outside
- ✓ Extremes of cold and temperature changes
- ✓ Extremes of hot and temperature changes
- ✓ Wet Surroundings: Contact with water or other liquids
- ✓ Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort
- ✓ Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing
- ✓ Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day
- ✓ Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction
- ✓ Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell
- ✓ Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.