

# Scott County Government

## Position Description Form

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

### Position Summary

The mechanic will perform repair work and maintenance for cars, trucks, and other motor vehicles in the County's fleet.

### Duties and Responsibilities

- Maintains vehicles, which includes the County's fleet of cars, trucks, heavy equipment, and other motor vehicles.
- Performs routine and preventive maintenance including oil changes and tune-ups.
- Performs tests on specific parts and systems to ensure proper function.
- Identifies mechanical problems either visually or with computer diagnostic equipment.
- Examines critical parts and systems using a standard checklist.
- Repairs or replaces malfunctioning parts and systems such as brake pads, belts, water pumps, transmissions, and other mechanical parts.
- Plans and establishes timetable to complete repairs and maintenance.
- Visits job sites to inspect vehicles in need of immediate repair.
- 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.
- Test drives vehicle to confirm safe and proper operation.
- Performs other related duties as assigned or required.

## **Position Dimensions**

### ***Education and Experience:***

- High school diploma or equivalent required, vocational/technical school program or apprenticeship in auto repair or related field required
- Two years of related experience preferred.
- Commercial driver's license may be required.

### ***Required Skills and Abilities:***

- Extensive knowledge of all aspects of vehicle repair.
- Excellent mechanical repair skills.
- Excellent analytical and problem-solving skills.
- Ability to read service and repair manuals.
- Proficient with computer diagnostic equipment and software.

### ***Technology:***

Uses oscilloscope for engine diagnosis

## 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.