

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	MECHANIC II
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform mechanical work involving repair and maintenance of vehicles, light/heavy equipment, maintenance equipment, and other automotive/mechanical machinery. Duties and responsibilities include inspecting equipment for safety and proper operations, identifying necessary repair work, performing mechanical/automotive repairs, welding, performing routine/preventive maintenance work, operating equipment, and performing related tasks. Assignment to Highway Department reports to Foreman. Assignment to Vehicle Maintenance reports to Supervisor. Assignment to Landfill reports to Solid Waste/Landfill Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs general mechanical repair work on vehicles, light/heavy equipment, trucks, tractors, trailers, mowing equipment, maintenance equipment, generators, or other automotive/mechanical equipment

Inspects, tests, and diagnoses problems involving various systems of vehicles or equipment, such as gasoline/diesel engines, ignition systems, computerized engine controls, electronic fuel injection systems, transmissions, differentials, steering systems, electrical systems, suspension systems, hydraulic systems, brake systems, drive train systems, engine cooling systems, fuel systems, charging systems, starting systems, exhaust systems, emission systems, inflatable restraint systems, heating/air conditioning systems, windows, lighting systems, or horns

Examines vehicles to determine necessary repair or maintenance work

Conducts diagnostic computer testing

Consults with drivers or equipment operators to obtain input on problems, to assist in diagnosing problems, or to prevent future problems

Determines parts/supplies necessary to conduct repairs

Performs appropriate repair, removal, replacement, rebuilding, or maintenance work on vehicle/equipment systems and components

Removes or replaces brakes, wheels, steering components, shocks, transmissions, vehicle cylinder heads, differentials, suspension springs, starters, alternators, water pumps, and radiators

Turns or replaces rotors/drums

Replaces rings, bearings, and universal joints

Repairs/replaces clutches

Rebuilds generators and carburetors

Relines brakes

Removes or replaces engines, engine parts, and engine gaskets

Checks engine timing and performance

Grinds valves

Repairs or replaces doors, lifts, seats, radios, lights, windows, and mirrors

Performs body repair and general welding work, which may include repairing body/frame damage, cutting metal, welding metal components, fabricating parts, repairing broken/cracked parts, filling holes, or removing minor dents.

Performs routine and preventive maintenance on vehicles and equipment, which may include pumping fuel into vehicles, checking/replacing fluid levels, draining/replacing oil, changing/replacing filters, replacing transmission fluid/filters, lubricating mechanical parts, rotating tires, aligning/balancing tires, replacing tires/belts/hoses, checking batteries, greasing equipment, flushing radiators, replacing spark plugs, performing tune-ups, or replacing light bulbs.

Tests vehicles, machinery, equipment, and parts for proper operations; conducts road tests of vehicles undergoing repair.

Operates a variety of machinery, equipment, and tools associated with repairing, maintaining and testing vehicles and equipment, which may include a service truck, dump truck, heavy/light equipment, vehicle lift, hoists, engine analyzer, tire changer, battery charger, hydraulic jack, air compressor, pressure washer, generator, vacuum pump, welder, torch, grinder, drill press, hydraulic press, bench grinder, pump, gauges, meters, diagnostic instruments, or mechanic tools.

Transports, loads and unloads various equipment, parts, and materials used in projects.

Makes emergency service calls for disabled vehicles/equipment at work sites or on the road.

Performs general cleaning/maintenance tasks necessary to keep tools/equipment in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, washing/cleaning vehicles and equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety

Reports faulty equipment

Monitors inventory of department equipment, parts, tires, tools, and supplies

Ensures availability of adequate materials to conduct work activities

Initiates requests for new/replacement materials

Picks up/delivers materials as needed

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals

Reports accidents and incidents

Maintains vehicle/equipment service records, warranty records, or other documentation of work activities

Prepares or completes various forms, reports, correspondence, logs, work orders, maintenance records, mileage records, purchase requisitions, or other documents

Receives various forms, reports, correspondence, work orders, receipts/packing slips, schematics, diagrams, specifications, service bulletins, technical manuals, reference materials, or other documentation

Reviews, completes, processes, forwards or retains as appropriate

Communicates with supervisor, employees, other departments, vendors/sales representatives, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems

Maintains an awareness of new procedures, trends, and advances in the profession; reads professional literature

Attends workshops and training sessions as appropriate

Must work hours as scheduled

Completes work at assigned work station as determined by supervisor

Operates a county vehicle

Operates heavy equipment or machinery

Assignment to the Vehicle Maintenance Department may involve the following additional functions:

Performs general mechanical repair work on emergency vehicles

Performs body work on minor problems as needed

ADDITIONAL FUNCTIONS

Operates light, medium, or heavy equipment as needed

Performs various manual tasks related to projects or activities of assigned department

Provides assistance to other employees or departments as needed

Performs other related duties as required

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving mechanics, automotive/mechanical repair/maintenance, welding/body work, and vehicle/equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Operation of heavy equipment requires possession and maintenance of a valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 6 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 2 Maximum Continuous Time: 10 minutes

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs				X	
76-100 lbs				X	
>100 lbs					X

4. PUSHING/PULLING

Height of hands above floor during push: depends on job (could be under the car, etc)

5. BENDING/SQUATTING/KNEELING

Frequency: Daily

6. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"		Daily		
21-36"				

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>50</u> % of time
Outside	<u>50</u> % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee Full Legal Name (printed)

Employee Signature

Date