



<p>POSITION DESCRIPTION</p> <p>Roads Department Mechanic / Truck Driver</p> <p>FLSA Status: Non Exempt County Classification: Occupational Salary Grade/Band:</p>	<p style="text-align: right;">November 21, 2016</p> <p style="text-align: center;">Reports to: Duchesne County Roads Director Revised: Human Resources Initials: _____</p>
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POSITION PROFILE

Performs skilled entry level tasks related to the maintenance, repair, and rebuilding of county mechanized diesel and gas equipment. Performs mechanic duties in the county maintenance facility or in the field. Performs a variety of skilled tasks in the operation and service of trucks, transports and specialized wheeled equipment needed to construct, maintain or repair county roads and service systems. May, on occasion, operate heavy motor equipment. The Truck Driver is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Works under the general supervision of Roads Department Director.

- GOALS**
- To ensure work performance, effective time management practices, and attention to detail.
 - To maintain a safe and clean environment.
 - To adhere to best safety practices and comply with OSHA and other local and federal mandates.

- ESSENTIAL FUNCTIONS**
- Mechanic**
- Provides instruction and training related to complex heavy equipment and automotive projects; performs trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment as needed to assure safe and efficient operation of county motor vehicles.
 - Performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), carburetors, transmissions, differentials, air and hydraulic systems (turbo, super charger, open and closed systems), electrical, computerized control systems, fuel systems, cooling systems, heating, air conditioning, suspensions, brakes, tires, exhaust, etc.; performs emergency field repairs and service.
 - Installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle radios and communication equipment.
 - Performs certified state safety and emission inspections; performs general vehicle inspection; checks and maintains service schedules consistent with manufacturer specifications; fills out time sheets, work orders and other documentation.
 - Performs welding, braising, soldering; uses MIG, stick and -acetylene welders; maintains welding equipment to assure effective and safe use; finishes projects with appropriate layers

or coats of paint; fabricates braces, supports, and parts for old or worn out units; lay out and cuts new steel; follows established procedures to prep all stages of the process; builds and installs plows, buckets, beds, rock liners, blades, etc.

- Operates metal press as needed to bend and shape metals, creating braces angle irons and other metal parts; operates milling machine as needed to machine parts no longer available from manufacturers.
- Designs and fabricates hydraulic drive systems for specialized equipment such as drum turners, sanders, salt spreaders and oil distributors; inspects and repairs the same. May perform minor auto body maintenance, repair and painting.
- Assists to maintain shop layout; assists with parts and general supplies and assures general shop, equipment and inventory security and control; cleans shop area, tools and equipment to maintain safe work environment.
- Attends various schools and training programs as needed to develop journey level skills in equipment maintenance. Operates heavy equipment as needed to assist in construction and maintenance projects or as needed to transport and relocate machinery or equipment.

Truck Driver

- Operates snow removal and sanding equipment to remove snow, ice, etc. from roadways to maintain safe travel conditions within an assigned area; applies ice control materials and chemicals on intersections, curves, hills and railroad crossings. Mounts snowplows; helps maintain snow emergency equipment.
- Operates trucks, pup trailer, water truck, bobtail dump truck, flat bed and related transport equipment; transports gravel, asphalt, debris, equipment and related materials.
- Performs daily preventive maintenance and routine repair procedures; assures proper fluid levels;
- performs various lubricating tasks as needed to assure proper operation; performs routine vehicle safety inspections, maintains daily service log.
- May operate heavy equipment as assigned on road maintenance and repair projects by performing manual work and operating departmental equipment.
- Performs limited mechanical work including greasing of equipment when needed.
- Maneuvers and controls the vehicle in a safe fashion, which includes handling the vehicle on-site and in over-the-road situations, proper signaling, searching for hazards, controlling speed, lane positioning, matching speeds to road conditions (wet, dry, snow, or ice), and the ability to drive during the daytime or nighttime.
- Responsible for and keeps vehicle clean inside and in proper working order.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

- Graduation from high school; plus completion of one (1) year of specialized course work providing technical training in diesel and automotive maintenance and repair and computerized diagnostics;
- Three (3) years of experience in major repair of a variety of gas and diesel vehicles.
- An equivalent combination of education and experience

LICENSES AND CERTIFICATIONS

- A valid and current CDL Class A with general and airbrake endorsements.

SKILLS/ABILITIES

- Considerable knowledge of the design, adjustment, operations, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; the material and tools used in equipment maintenance; anti-lock braking systems; road emergency service equipment and methods; welding methods and processes; computer diagnostic processes and procedures; safety practices required by state and other laws.
- Journey Level Skills in the use of mechanical tools, material, and testing equipment (manual, technical and computerized); skill in welding.
- Ability to direct the work of others and provide on-the-job training; read and interpret complex service manuals and instructions; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment;
- Communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to follow detailed oral and written instructions given by supervisor.
- Communicates in person and by cell or two-way radio.

REASONING ABILITY

- Ability to take direction and prioritize work assignments.
- Ability to follow proper methods, procedures and safety precautions.

PHYSICAL REQUIREMENTS

- Majority of work is performed on the road or on work sites hauling materials with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with road work sites and working with/around other vehicles and tools. Work environment can be very loud.
- Regularly operates heavy/light trucks.
- Frequently lifts and/or moves objects weighing up to 80 pounds such as tools, equipment, supplies, etc.
- Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, and enter and exit from vehicles.
- Manually operates department vehicles, tools, and equipment.

HAZARDS

- Occasional exposure to unpleasant environmental conditions and/or hazards.
- Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and

vibration, and physical hazards

- Frequent exposure to fire, mechanical and road hazards. Occasional exposure to chemical hazards, electrical hazards, and physical danger or abuse.
- Rare exposure to explosives.
- Seatbelt, safety glasses, gloves, hard hat, dust masks, and reflective vest may be required.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.