

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 29, 2012
CLOSING DATE: DECEMBER 5, 2012

DEPARTMENT: Public Works Auto/Equipment
Maintenance

POSITION: Vehicle & Equipment Mechanic Sr.

LOCATION: Star Valley

JOB CODE: 12-110

PLEASE FILL OUT THE CDL/DRIVER'S EMPLOYMENT APPLICATION

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$31,304.00 - \$38,147.20 D.O.E.

NATURE OF WORK

Performs maintains, repairs and overhauls automobiles, heavy and light trucks, heavy and light construction equipment, other vehicles, small gasoline engines and similar equipment; operates a variety of hand, power and shop tools.

DUTIES AND RESPONSIBILITIES:

- Performs mechanical repairs on heavy equipment and trucks including semi's, 10-wheelers, water trucks and snow plows; operates diagnostic tools/equipment; rebuilds engines, transmissions, differentials, suspension systems, air systems, hydraulic systems, electrical systems, brake systems and air conditioning systems.
- Operates a variety of equipment and/or vehicles including mechanics truck, cranes, forklifts and welding equipment.
- Designs and fabricates tools and performs special projects which may include motor-grade push blocks, dump truck bed liners and bumpers; utilizes various welding techniques and equipment for cutting and repair work.
- Performs daily inspections on construction equipment to monitor for leaks, loose parts, wear and tear, and low fluid levels.
- Coordinates and schedules work orders with other departments including Solid Waste, Highway and Sheriff's Office.
- May assign work duties and monitor workflow of assigned personnel; trains staff as assigned.
- Serves as a liaison between road construction crews and shop management personnel; may coordinate with Roads Department regarding new work orders; ensures equipment and vehicles are in proper running order.
- May provide assistance with ordering parts and supplies, liaising with supply vendors, monitoring supply inventories, and tracking invoices and repair orders.
- Files invoices and updates maintenance records in absence of Supervisor.
- Travels to work sites and performs field repairs as necessary.

WORKING ENVIRONMENT:

Work is performed in a maintenance shop environment and in the field; may be exposed to variable and/or extreme weather conditions when inspecting and repairing equipment in the field; exposure to toxic chemicals and fumes; work involves standing, walking, bending, regular lifting of 50 pounds, and occasional lifting of up to 100 pounds; must be able to crawl in, out, over and under equipment.

DISTINGUISHING CHARACTERISTICS:

This is the skilled, senior level in the Vehicle and Equipment Mechanic job family. As such employees perform a full range of maintenance and repair duties on a wide variety of equipment and vehicles, operate with considerable technical expertise and exercise initiative and independent judgment in performing their duties. This Senior class may work alone and may be assigned to a repair facility away from the main shop. This class takes on the most complex and difficult repair and maintenance jobs, occasionally under adverse conditions such as heavy rain, wind, heat, and remote locations. Employees in this class may also be assigned to provide training/instruction to less experienced workers.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D and four (4) years experience in the maintenance and repair of vehicles and heavy construction equipment; or equivalent combination of education, training and experience. Technical school training in vehicle maintenance and repair and/or trade certifications are desirable. A valid Arizona Class B Commercial Driver's License with Tanker and Hazmat Endorsements is required or must be obtained within six months of employment.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Maintenance methods, practices and standards; instruments, tools and diagnostic equipment used to repair/maintain gasoline and diesel powered automobiles, trucks and construction equipment; automotive servicing, preventive maintenance and basic repair principles and practices; welding equipment and processes; safe work methods and safety regulations pertaining to the work; shop mathematics; basic computer applications related to the work; basic job estimation and supervisory principles and practice; basic operating principles of gasoline and diesel engines and standard and automatic transmissions.

Ability to: Perform a variety of functions in relation to construction equipment repair and component overhaul; conduct daily equipment and vehicle maintenance inspections; safely operate and maintain heavy equipment and vehicles; design and fabricate special projects, utilize a full-range of welding techniques and equipment/tools; coordinate work orders with relevant departments; serve as a liaison between work crews and shop managers; provide assistance with maintaining supply inventories and ordering parts/equipment; communicate effectively orally and in writing; supervise and train assigned personnel; estimating necessary materials and equipment to complete assignments.

Skills in: Servicing and performing preventive maintenance and repair for a variety of fleet vehicles and construction equipment; diagnosing and repairing a wide variety of diesel and gasoline-powered vehicles and equipment; operating and maintaining a variety of hand, power and shop tools and equipment used in the work; preparing records and reports of work performed; reading and interpreting manuals, specifications and drawings; establishing and maintaining effective working relationships with those encountered in the course of the work; using initiative and independent judgment within established procedural guidelines.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.