

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: SEPTEMBER 16, 2013**  
**CLOSING DATE: SEPTEMBER 27, 2013**

**DEPARTMENT:** Public Works Auto/Equipment  
Maintenance

**POSITION:** Automotive Mechanic

**LOCATION:** Globe

**JOB CODE:** 13-102

**PLEASE USE CDL/DRIVER'S EMPLOYMENT APPLICATION**

**ANNUAL SALARY:** \$27,664.00-\$41,080.00

### **NATURE OF WORK**

Diagnoses, services, maintains and repairs motor and light/heavy vehicles and road equipment.

### **DUTIES AND RESPONSIBILITIES:**

- Performs mechanical repairs, rebuilds and/or overhauls vehicles and equipment including differential, manual and automatic transmissions.
- Replaces mufflers and weld repairs exhaust systems.
- Inspects, tests and diagnoses mechanical and electrical systems for automotive, specialized road maintenance, heavy construction, and law enforcement equipment; determines the nature of repairs required to make vehicles/equipment safe and operable.
- Conducts road tests on equipment/vehicles after completion of repairs.
- Designs and fabricates vehicle accessories, radio support mounts, emergency light mounts; cargo hold-downs and supports, and ladders.
- Installs equipment, modifications and additions including stripes and decals on law enforcement and emergency vehicles.
- Performs repairs on trailers and small equipment including generators, pumps, small engines, motorcycles, all terrain vehicles, weed trimmers, and chain saws.
- Performs paint and body work as required; reconditions paint and acrylic surfaces.
- Performs preventative maintenance on vehicles/equipment in accordance with standardized maintenance schedules.
- Determines materials, supplies and equipment required to complete work assignments.
- Safely utilizes and maintains shop tools, supplies and equipment including fork lifts.
- Provides assistance with cleaning maintenance shop including sweeping and mopping floors, picking up tools, and cleaning shop benches.
- Cleans and fuels vehicles; picks up and delivers vehicles and equipment in the field.
- May operate service truck and towing equipment to provide emergency service on County vehicles as necessary.

### **WORKING ENVIRONMENT:**

Work is performed in a maintenance shop environment and in the field; may be exposed to variable weather conditions when repairing vehicles in the field; exposure to motor, transmission and hydraulic oil, cleaning solvents, and chemicals; standing, walking, bending, and lifting of up to 100 pounds; must be able to crawl in, out, over and under vehicles and equipment.

### **EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D and five (5) years automotive mechanic experience; or equivalent combination of education, training and experience. Technical school training in automotive maintenance and repair and/or trade certifications are desirable. A valid Arizona Class B Commercial Driver's License is required or must be obtained within six months of employment.

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**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Automotive/equipment maintenance principles and practices; maintenance/repair methods and standards; instruments, tools and diagnostic equipment used to repair/maintain vehicles and equipment; safety precautions relevant to repairing, maintaining and operating light and heavy vehicles; design and fabrication techniques; paint and body work processes.

**Ability to:** Coordinate the maintenance and repair of County vehicles and equipment; perform a variety of skilled maintenance and repair functions in relation to vehicles and equipment; operate maintenance/repair equipment and tools; maintain equipment and tools in safe working order; operate forklifts, service trucks and towing equipment; communicate effectively and follow verbal/written instructions; estimate necessary materials and equipment to complete assignments.

**Skills in:** Servicing and performing preventive maintenance and repair for a variety of fleet vehicles and equipment; diagnosing and repairing a wide variety of 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.