

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 16, 2013
CLOSING DATE: SEPTEMBER 23, 2013

DEPARTMENT: Public Works Auto/Equipment
Maintenance

POSITION: Vehicle & Equipment Mechanic

LOCATION: Globe

JOB CODE: 13-103

PLEASE USE THE CDL/DRIVER'S EMPLOYMENT APPLICATION

ANNUAL SALARY: \$28,350.40-\$42,099.20 DOE

NATURE OF WORK

Performs major and minor 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:

- Diagnoses and repairs, cleans, adjusts and installs fuel, ignition, electrical, electronic and cooling systems; repairs and replaces fuel and water pumps, starter motors, distributors, generators, wiring, switches, batteries, and radiators.
- Diagnoses and performs major repairs and overhauls to both gasoline and diesel engines; inspects and replaces broken or worn parts such as pistons, piston rings, valves, bearings, fittings and gaskets.
- Repairs all types of engines including fuel systems and exhaust systems; performs engine overhauls and tune ups.
- Overhauls manual and automatic transmissions; repairs all types of break systems.
- Diagnoses, repairs and maintains vehicle air and hydraulic brake systems, hydraulic systems, hydraulic motors, valves, hydraulic cylinders and pumps.
- Uses and performs minor maintenance on hand, power and shop tools and test equipment related to the work; monitors electronic systems and sensors to ensure proper functioning.
- Repairs electrical systems, battery alternators, starters, and wiring for lights and turn signals.
- Repairs and replaces vehicle/equipment heating and air conditioning systems; properly disposes of Freon.
- Performs preventive maintenance work on construction equipment, heavy trucks, street sweepers, automobiles, light trucks and other equipment.
- Reads and interprets manuals, drawings, and specifications; estimates labor, material and equipment and specifies parts required to complete assignments.
- Prepares reports of work performed; completes forms and maintains accurate maintenance records.
- Performs a variety of welding and fabrication functions; welds broken parts; fabricates new parts.
- Steam cleans equipment and parts.
- Provides assistance with cleaning maintenance shop and equipment.

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 repairing equipment in the field; exposure to gasoline and diesel fuels, cleaning solvents, and chemicals; standing, walking, bending, and regular lifting of up to 50 pounds; must be able to crawl in, out, over and under vehicles and equipment.

DISTINGUISHING CHARACTERISTICS:

This is the skilled journey level in Vehicle and Equipment Mechanic job family. As such employees are capable of independently performing the full range of maintenance and repair duties on a wide variety of systems and vehicles/equipment. These positions require specialized knowledge, skills, and experience in equipment maintenance and may be required to assist less experienced workers. It is distinguished from Senior Heavy Vehicle and Equipment Mechanic in that the latter performs the more complex diagnosis and engine repair functions and may be called out to work in the field or may be assigned to a repair facility away from the main shop.

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EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and two (2) years experience in maintenance and repair of vehicles and/or heavy construction equipment; 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.**

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; estimate 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.