

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JUNE 3, 2015**  
**REVISED: AUGUST 12, 2015**  
**CLOSING DATE: AUGUST 26, 2015**

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

**POSITION:** Vehicle & Equipment Mechanic

**LOCATION:** Globe

**JOB CODE:** 15-044

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

**ANNUAL SALARY:** \$31,133.00-\$33,468.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to provide Gila County employees with safe, functioning vehicles and equipment. This position performs repairs to and overhauls vehicles and equipment, operates tools, and ensures the work space is clean and safe.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Overhauls automobiles, heavy and light trucks, heavy and light construction equipment, other vehicles, small gasoline engines, and similar equipment.	50%
• Performs major and minor repairs to vehicles and equipment; records service information.	10%
• Operates a variety of hand, power, and shop tools, bridge crane and forklift.	20%
• Fabricates, modifies and repairs vehicles and equipment using gas and arc welding equipment.	10%
• Performs cleaning duties and safety checks.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

### ORAL COMMUNICATION DUTIES

This position trains colleagues.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos and reports.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

### MINIMUM EDUCATION REQUIRED

High School Diploma or GED.

### MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Four (4) years directly related experience; or equivalent combination of education, training and experience.

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## **PROFESSIONAL CREDENTIALS REQUIRED**

A valid Arizona Class B Commercial Driver's License with Tanker Endorsement is required or must be obtained within six (6) months of employment. Hazmat Endorsement must be obtained within twelve (12) months of employment. Position is subject to drug and alcohol testing.

## **KNOWLEDGE REQUIRED**

Customer and personal service, mechanical (e.g., machines & tools), mathematics, hazardous materials (handling & disposal), dangerous chemicals containment.

## **SKILLS REQUIRED**

Problem recognition, problem solving, troubleshooting, conducting tests, routine maintenance, operating heavy equipment, operating special tools, multi-tasking.

## **ABILITIES REQUIRED**

Solve problem sensibly and swiftly, recognize problems, focus, multi-task, follow orders.

## **PHYSICAL DEMANDS**

- Regularly stands to perform custodian work.
- Occasionally sits to complete report.
- May be required to lift work related materials, equipment, tools, and/or gears up to 75 lbs.
- Requires dexterity for keyboard operation, special tools and special machines.
- Incumbents in this position may be required to occasionally walk to and from work sites, bend, stoop, crawl, kneel, twist, and work from heights to complete tasks.

## **WORK ENVIRONMENT**

This position routinely spends time in and around outside construction areas; constantly spends time in maintenance bay; and in custodian or janitorial room.

## **SAFETY RISK EXPOSURE**

Incumbents in this position may become exposed to physical danger, mechanical hazards, chemical hazards, electrical hazards, fire hazards, respiratory hazards, extreme temperature, noise and vibration, and wetness and humidity.

## **PROTECTIVE GEAR & SAFETY MANUALS**

This position is required to constantly follow written safety procedures and manuals relevant to the division or department. Requires welding gloves; constantly requires safety foot wear; eye protection devices and hard hat.

## **CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**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.