# GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED: JULY 16, 2015**
**REVISED: AUGUST 8, 2016**
**CLOSING DATE: AUGUST 26, 2016**

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

**POSITION:** **Automotive Mechanic**

**LOCATION:** **Globe**

**JOB CODE:** **15-067**

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

**ANNUAL SALARY:** **$31,756-$34,138 DOE**

## PURPOSE OF THE JOB

The purpose of this position is to provide safe, functioning equipment and automotive vehicles for the county.This position inspects and maintains vehicles and systems on vehicles and equipment, in addition to ensuring a clean, safe workplace.

## SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

| ESSENTIAL DUTIES AND RESPONSIBILITIES | TIME SPENT |
|---|---|
| • Performs comprehensive vehicle safety inspections and preventive maintenance; performs mechanical repairs, rebuilds and/or overhauls vehicles and equipment including differential, manual and automatic transmissions; replaces mufflers and weld repairs exhaust systems. | 40% |
| • Tests and diagnoses and repairs all systems on county vehicles and equipment; 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, this includes road tests after the repairs. | 15% |
| • 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. | 15% |
| • 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. | 10% |
| • Performs repairs on trailers and small equipment including generators, pumps, small engines, motorcycles, all-terrain vehicles, weed trimmers, and chain saws; performs preventative maintenance on vehicles/equipment in accordance with standardized maintenance schedules; determines materials, supplies and equipment required to complete work assignments. | 10% |
| • May operate service truck and towing equipment to provide emergency service on County vehicles as necessary. | 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 collaborates with other shop technicians to facilitate maintenance and repair of vehicles and equipment.

## WRITTEN COMMUNICATION DUTIES

This position completes timesheets, vehicle records, reports and other documents as required by the County.

## INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal cowokers 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.

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## 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 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.

## PROFESSIONAL CREDENTIALS REQUIRED

A valid Class B Commercial Driver's License is required or must be obtained within six (6) months of employment. MAC/EMAC and ASE Certification preferred. Position is subject to drug and alcohol testing.

## KNOWLEDGE REQUIRED

Electrical systems, mechanical (e.g., machines & tools), hazardous materials (handling & disposal), education. 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.

## SKILLS REQUIRED

Customer service, routine maintenance, occasionally operating heavy equipment, operate and understand scan tools and electronic diagnostic tools and electronic service manuals, as well as, the printed versions.

## ABILITIES REQUIRED

Read and write minimum high school level, solve problems deductive reasoning, perform tasks with finger dexterity, maintain hand, eye, coordination, follow orders.

## PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Occasionally sits to complete reports and to operate special equipment.
- May be required to lift work related materials, equipment, tools, and/or gears or more than 75 lbs. in weight.
- Constantly requires dexterity for special tools; occasionally requires dexterity for special machines.
- Incumbents in this position may be required to occasionally walk to and from work sites; regularly bend; occasionally stoop, crawl, kneel in, out, over and under vehicles that are being maintained.

## WORK ENVIRONMENT

Work is performed in a maintenance shop environment and in the field. May occasionally spend time in an office environment.

## SAFETY RISK EXPOSURE

May be exposed to variable weather conditions when repairing vehicles in the field; exposure to motor, transmission and hydraulic oil, cleaning solvents, mechanical hazards, chemical hazards and electrical hazards.

## PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written and/or electronic safety procedures and manuals relevant to the division or department. This position constantly requires safety foot wear; routinely requires hearing protection devices; constantly requires eye protection devices; and constantly requires 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.