

# MANISTEE COUNTY ROAD COMMISSION

## JOB DESCRIPTION

**TITLE: Equipment Mechanic**

**POSITION SUMMARY:**

Under the supervision of the Superintendent and Maintenance Supervisors, maintains pickups, trucks, heavy road construction and maintenance equipment and special equipment at the Commission. Utilizes a well-rounded knowledge of gas and diesel engines, transmissions, differentials, electrical components, hydraulic systems, brakes, welding, cooling and air conditioning systems

**EXAMPLES OF DUTIES:**

Carries out preventative maintenance schedules for all vehicles and mechanical equipment.

Operates a variety of diagnostic instruments and a variety of hand, electric and air-driven tools.

Tests, services and repairs vehicles and mechanical equipment.

Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.

Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.

Cuts and welds metal and performs body repair, touch up and related work.

Changes and repairs tires and tubes.

Evaluates status of mechanical equipment and vehicles, and performs needed repairs.

Performs emergency field assistance to disabled equipment as needed and appropriate.

Raises vehicles by jacks or hoists to gain access to underside of vehicle.

Performs general maintenance and safety checks, i.e. changing oil, lubrication of moving parts, changing tires, and electrical repairs: makes adjustments using hand tools or special tools.

Drive snow removal equipment consisting of truck equipped with adjustable snowplow. Plows snow. Spreads sand/salt in icy conditions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Equipment Mechanic continued.**

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):**

- Physical Mobility - Ability to walk extended distances and climb stairs or ramps to access Commission and other work-related locations and facilities.
- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
- Hearing/Speaking - Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- Agility/Movement - Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects, often weighing upwards to 80 pounds.

**DESIRABLE QUALIFICATIONS:**

High school education, GED, or equivalent educational preparation, and Four (4) years experience as a truck and construction equipment mechanic including welding. Experience in engine electronics on modern equipment desirable. Ability to deal with public courteously and effectively, ability to work satisfactorily with, and supervise, other employees, ability to maintain adequate files and documentation as required, ability to work extended hours.

**SPECIAL REQUIREMENTS**

Must be certified (or have the ability to be certified within 119 calendar days of hire date or award date for current employees) in gas engine, diesel engine, drive train, suspension, brakes, and electrical for trucks.

Must have and maintain a valid Michigan Drivers License as required by law.

Must also have and maintain a Commercial Drivers License (CDL) with endorsements A and N and air brakes as required by law.

The Equipment Mechanic must obtain the "N" endorsement within 119 calendar days of their hire date or award date for current employees.

**NOTE:**

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

**APPROVED – 2002**

**AMENDED – 2006**

AMENDED – 12/1/14 by MPS

AMENDED – 12/22/14 by MPS

AMENDED – 6/19/18 by MPS

AMENDED – 9/06/22 by MPS