1.0 PRIMARY FUNCTION AND PURPOSE

A management level position responsible for daily operations common to an equipment repair facility, and oversight of one or more mechanic positions and others. Work involves managing the maintenance, repair, and safety of fleet equipment and vehicles ranging from light duty, gasoline engines to heavy-duty construction equipment. Provides assistance in developing, forecasting, and monitoring life-cycle data for equipment, and is responsible for the use and disposal of hazardous products purchased and used within the shop.

2.0 ORGANIZATIONAL RELATIONSHIPS

2.1 Supervision Received

This position has significant discretion within the scope of policy and regulations to perform the routine duties entrusted the position; direct supervision of this position comes from the Assistant County Engineer.

2.2 Supervision Exercised

Persons in this position have supervisory responsibilities over activities of staff mechanics and other personnel as assigned or seasonally employed. Also has supervisory responsibility for anyone using shop equipment, chemicals or fluids.

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities encompass the following, but may require other duties as required to insure the continued functionality of the shop/s:

- Manages and conducts shop operations while working as a mechanic primarily working with equipment of the Equipment Repair & Replacement (ER&R) Division of Public Works insuring work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and regulations.
- Assists in hiring of personnel for both shop and non-shop operations.
- Reviews and approves time cards, leave requests, and conducts staff evaluations and recommends staff training.
- Schedules and is responsible for all work performed by assigned subordinate staff.
- Compiles and provides recommendations from service and supply vendors.
- Handles warranty repairs and insures vendors provide that contractual product support.
- Provides audits on new equipment at delivery, reporting on acceptance or deficiency.
- Examines shop operations and compares in-house to vendor services and makes recommendations and/or schedules maintenance appropriately.
- Issues purchase orders for necessary shop purchases within the guidelines of the department.
- Is responsible for equipment safety inspections and when required tags equipment “Out of Service”.
- Reviews “Equipment Condition Reports, and prioritized and scheduling corrective action.
- Prepares and reviews cost estimates and fabrication drawings for in-house construction, and as needed fabricates the product.
- Assists in development and carrying out shop safety policies, practices, and maintaining a safety program in the shop to protect those working in the shop as well as casual users of shop facilities.
- Responsible for “MSDS” information, proper use of, labeling, disposal, and documentation of all chemicals and fluids used in the shop, and stored in the shop facility.
- Responsible for the location of, training staff in the use of, and maintaining all decontamination appliances and safety stations used by shop staff both in the facility and in field operations.
- Performs post accident inspections and assists in determining the release of equipment back into full service.
- Knowledge of personal computers used in researching information, data entry, correspondence, E-mail, equipment diagnostics, and use of the Internet.
- Able to complete work assignments received with little or no detailed instruction by implementing sound judgment, selecting the proper course of action and procedures within established guidelines and practices.

4.0 MINIMUM QUALIFICATIONS

4.1 Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain that knowledge and ability would be in one of the following examples:

- Four years of increasingly responsible experience in the maintenance, repair, and evaluation of equipment ranging from small engines to heavy-duty construction equipment, demonstrated proficiency in servicing both hydraulic and air brake systems including anti-skid, and a minimum two years supervisory experience.
- Certificates from accredited programs in; hydraulic and air brake system including anti-skid; gasoline engine diagnostics, repair, and maintenance; diesel engine diagnostics, repair, and maintenance; knowledge and experience with closed and open circuit hydraulic systems; related college course work; along with two years of continuous on the job experience.
4.2 Desired Qualification

Experience welding and cutting metals using acetylene/Oxygen equipment. Certified or documented experience with ARC welding, both stick and wire feed, ferrous and non-ferrous metals, and plasma cutting.

4.3 Certificates, Licenses and Registrations

- High School Diploma or G.E.D.
- Valid Washington State Commercial Driver's License Class “A” without brake restriction, with tanker endorsement, or ability to obtain within 60 days.
- First Aid Certification Card or ability to obtain same within six months.

Employment authorization to work within the United States and ability to verify same within three (3) business days of hire to comply with Section 274A of the Immigration Reform and Control Act.

4.4 Required Knowledge and Abilities

Thorough working knowledge of automotive & diesel powered truck systems, and hydraulic systems typically encountered in excavation equipment.

Ability to satisfactorily perform each of the essential duties and responsibilities identified in Section 3.0.

Ability to use tools, instruments, equipment and techniques commonly used in the performance of related tasks of the trade and be capable of operating equipment and instruments efficiently to facilitate completion of the work. Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a calm, professional manner.

Ability to read and understand manuals and wiring diagrams in order to make equipment repairs.

Skilled in working from drawings, specifications and sketches, and comprehend and carry out work instructions in a professional manner.

Must be punctual and dependable in attendance, and have the ability to work alone and without close supervision and to make decisions compatible with prior written or oral instructions.

Ability to maintain a high standard for accuracy, completeness, neatness and efficiency in the performance work tasks. Must be independent and self-motivated to meet required deadlines while simultaneously completing other tasks. Keeps accurate time and material records.

Knowledge through manufacturer training and self-learning

Knowledge of applicable accident prevention rules and regulations, applicable laws, codes, and accepted safety practices related to and common to working with equipment and repair shop facilities.

Knowledge, understanding and ability to use personal computers utilizing MS Windows operating system, word processing, database, spreadsheet software, and computer software for various applications relative to equipment management and shop administration.
Ability to become and remain proficient with the computerized tools necessary for conducting the operations of this position with minimal guidance.

When necessary modify the work schedule in order to adjust to changing work conditions or emergencies.

Delegate and monitor the work of subordinates.

5.0 BEHAVIORAL STANDARDS

Ability to communicate effectively and independently in written and oral form with a variety of managers, technical staff, community groups, agencies and officials. Ability to work cooperatively with others and foster a team spirit with all levels of personnel.

Respectful and courteous to the public, co-workers, county leadership, and county employees, when representative of the position held. A team player that participates and encourages the department in meeting its objectives. Takes initiative to meet department and work objectives. Effectively communicates with the public, and other county employees. Positively represents the county, demonstrating honest and ethical behavior. Has a positive and supportive attitude of departmental policies and decisions to subordinate staff.

6.0 WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Work environment is both indoor and outdoor, and daylight and nighttime hours. The job functions require traversing areas where footing may be poor and the ground uneven. Job assignments may require working from ladders, cramped locations, and difficult postures. The employee will be required to operate county vehicles and equipment.

While performing the duties of this job, the employee is frequently required to sit; use hands to handle objects, tools, and controls; wear personal safety equipment, i.e. gloves, respirators, eye and ear protection; talk while performing tasks and hearing to diagnosis equipment problems. The employee is required to stand and walk; reach and work above shoulder level with hands and arms; climb or balance; and bend, stoop, kneel, crouch, or crawl. The employee must occasionally work in tight and confined spaces and lift, move, pull, hoist and/or carry up to 50 pounds; or more with assistance.

Hear and see clearly with specific vision requirements including: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus in order to detect problems, perform work in limited light conditions, and to ensure the safety of employees and others in response to exposure to the hazards associated with this position. Hand-eye coordination is necessary to operate the equipment used in this position.

6.1 Environmental Exposure expected in this position includes, but not limited to petroleum products, organic solvents, volatile solvents, multi-compound solvents, aerosols, friction lining dust, and molten metals. Loud noise created by air tools, hammers and other impact tools are common to this position, along with hazards to the eye and person from flying particles caused from grinding, chipping and hammering. Safety equipment such as, but not limited to eye protection, chemical resistant gloves, respirators, hearing protection, and eye shields used singly and in combination are a part of this position on a daily basis.
6.2 Standard equipment used in this position includes, but is not limited to test instruments, diagnostic instruments, hand and power tools, transportation vehicles, man lift, forklift, and personal computer. The position requires both the dexterity to effectively handle and operate delicate instruments, and the torque encountered in working with air wrenches.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

7.0 SELECTION PROCESS

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job-related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Effective Date:

Revision History: