

## Champaign County Job Description

**Job Title:** Certified Master Mechanic

**Department:** Highway

**Reports To:** Maintenance Supervisor

**FLSA Status:** Non-Exempt

**Prepared Date:** October, 2004

### SUMMARY

Diagnoses mechanical problems, repairs and rebuilds equipment; checks and schedules work with other County departments; orders parts as needed; welds, sandblasts and paints equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Diagnoses mechanical problems; repairs and rebuilds water pumps, commercial mowers, saws, self-propelled rollers, and compactors, etc.

Diagnoses problems and repairs rolling stock such as mowing tractors, unloaders, snow removal equipment, salt spreaders, etc.

Diagnoses problems and repairs brakes, transmissions, rear-ends, clutches, hydraulic systems, valves, pumps and electrical problems.

Performs tune-ups on county vehicles routinely as needed.

Welds equipment as needed.

Sand blasts, paints and repairs body of equipment as needed.

Prepares shop work orders on equipment repair.

Maintains file cards on county fleet.

Orders parts as needed to maintain stock; picks up parts.

Checks and schedules work with other county departments.

Makes service calls as needed.

Cleans shop, storage area and parts room.

Drives snow plow in emergency situations, as needed.

Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) and 3 years work experience as a mechanic. Should have ability to diagnose mechanical problems and make repairs. Knowledge of standard materials, tools and equipment and skill in the use and care of tools.

**LANGUAGE SKILLS** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Must possess or obtain within 60 days of employment a State of Illinois CDL Class A driver's license with tractor trailer and air brake endorsement. Certified as a Master Automobile Technician through the National Institute for Auto Service Excellence (ASE) or comparable certification approved by the County.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stand; sit; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.**