



HOWARD COUNTY GOVERNMENT **Job Posting**

Complete an application online at
www.howardcountyin.gov

Howard County Government is an Equal Opportunity Employer

MECHANIC – HIGHWAY DEPARTMENT (FT)

Work Schedule: M-F 7 A.M. -3 P.M.

Salary: \$43,303.50

Incumbent serves as Mechanic for the Highway Department, responsible for maintenance and repair of Department equipment and vehicles used for preserving County roads and rights-of-way.

DUTIES:

Schedules and performs adjustments, preventive maintenance and repairs on Department equipment, tools and vehicles according to warranties, mileage and use, such as oil and filter changes, tune-ups and brake jobs. Maintains detailed records of maintenance and repair activity, including work description, parts and cost.

Analyzes equipment and vehicle malfunction, including observing, listening and identifying problem source and solution.

Removes and rebuilds/repairs various parts as needed, including engines, transmissions, rear ends, brakes, lights and hydraulics.

Performs various mechanical trades in repairing and fabricating parts, including welding, brazing, torch cutting, wiring and machining.

Designs, fabricates and installs added features on new vehicles and equipment as needed, such as hitches plow frames and underbody mounting.

Orders parts for maintenance and repair, and orders fuel and fluids for Department equipment and vehicles, including diesel fuel, motor and hydraulic oils, transmission and power steering oils, gasoline and anti-freeze. Ensures completion of claims and compliance with approved budget.

Delivers fuel to job sites for vehicles and equipment.

Maintains clean and orderly work areas, including sweeping, removing trash and debris and returning tools to proper storage locations.

Maintains current knowledge of Department equipment by reading related publications and technical manuals.

Serves on 24-hour call for emergency situations as assigned and must respond swiftly, rationally and decisively to emergency situations.

Performs related duties as assigned.

SKILLS:

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the safety of other individuals in the workplace.

Working knowledge of and ability to make practical application of department safety policies and procedures and ability to properly operate a variety of tools, equipment and vehicles, such as wrenches, screw drivers, hammers, air compressor, paint gun, grinder, welding equipment, cutting torch, engine hoist, drill press, hydraulic jack, tap and die sets and tow motor.

Thorough knowledge of and ability to perform various mechanical trades, including welding, torch cutting, brazing, wiring, fabrication and machining.

Ability to physically and safely perform assigned duties, which may involve standing/walking and being in cramped, uncomfortable positions for long periods, driving, close vision, hearing mechanical sounds, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, reaching, bending, handling and grasping objects.

Ability to follow all personnel policies and rules of the organization.

Ability to understand and follow written and oral instructions, and work along and with others in a team environment with minimum supervision.

Ability to layout assigned work projects, work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to read and interpret detailed prints, sketches, specifications, technical manuals, instruments, gauges and dials.

Ability to perform similar arithmetic, including practical shop mathematics.

Ability to effectively communicate with co-workers and parts vendors, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town, but not overnight.

Possession of a valid Commercial Driver's License with required endorsements and demonstrated safe driving record. Assistance with obtaining the required CDL license may be offered by the County with an employment commitment.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

Incumbent's duties involve continuous physical exertion, such as standing/walking and being in cramped, uncomfortable positions for long periods, driving, close vision, hearing mechanical sounds, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, reaching, bending, handling and grasping objects.

WORK ENVIRONMENT:

Incumbent performs a majority of duties in a garage and periodically in the field and is frequently exposed to heavy equipment, moving parts, noise, dust, grease, fumes, fuels and cleaning chemicals normally associated with auto maintenance and repair. Incumbent periodically performs duties outdoors and is exposed to extreme temperatures, inclement weather and traffic. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Send completed application to:

Amber.tolle@howardcountyin.gov

Or

**Mail or drop off to:
Howard County Highway Department
625 S. Berkley Rd.
Kokomo, IN 46901**