

JOB DESCRIPTION

DEPARTMENT: Highway

POSITION: Mechanic/Parts Foreman

POSITION PURPOSE: Supervises and, at times, performs mechanical operations in the shop, assists in ordering and maintaining inventory of parts and supplies, and assists the shop superintendent as needed.

MAJOR DUTIES:

1. Supervises the operation of equipment and employees regarding equipment repair and service in the shop.
2. Makes out records and reports.
3. Maintains a current inventory of all parts and supplies with in the shop area and the County garage.
4. Prepares the purchase order for all supplies and parts as needed for the repair and maintenance of county vehicles and equipment.
5. Prepares work schedules for the mechanics and assigns work as necessary.
6. Performs mechanical repairs and maintenance on vehicles when the workload requires it.
7. Performs other related duties as assigned.

GENERAL QUALIFICATIONS:

1. Ability to supervise and maintain effective working relationships with fellow employees.
2. Ability to organize equipment and employees for routine maintenance and specialized mechanical repairs.
3. Thorough knowledge of methods, practices, and materials needed for mechanical repair of the various county vehicles and equipment.
4. Ability to make records and reports, and work with computers.
5. Ability to maintain and generate information regarding inventory of parts and supplies.
6. Knowledge of mechanical parts and supplies and the ability to deal with vendors.
7. Ability to understand and carry out instructions.
8. High school diploma or its equivalency plus related experience preferred.
9. Possession of a valid driver's license.

PHYSICAL QUALIFICATIONS

1. Ability to work in exposure to extreme in temperature and inclement weather when required.
2. Ability to perform strenuous or heavy manual labor.
3. Ability to work in tight spaces and an uncomfortable posture when required.