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Job Title	R&B Mechanic I	Job Code	Job Grade
Reports to		Position #	FLSA Code
Department		Location Code	SIC Code
Division		CS Code	EEO Code

Summary of Functions:

Performs entry-level motor vehicle maintenance and repair work. Work involves repairing or replacing worn or broken parts; performing preventive maintenance activities; and servicing motor vehicle equipment and related gasoline, diesel, or alternative fuel engine-powered equipment. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Performs all work in compliance with established work schedules, methods and safety procedures and practices. Work is performed in a shop or in a field environment via mobile service truck.

Distinguishing Characteristics:

This is the first in a series of three equipment mechanic-related job classifications within this job family. This classification is distinguished by the maintenance and repair work on heavy motor vehicles and equipment and by the experience. This classification may require a flexible work schedule in order to meet the needs of the department.

Management Scope: N/A

Duties and Responsibilities	% of Time	Essential / Non-Essential
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1. Services, inspects, diagnoses, and repairs heavy motor vehicles and equipment in accordance with preventive maintenance schedules or unscheduled repair work, such as tune-ups, basic and extensive brake jobs, rear end, front end, fuel system, electrical systems, ignition system, engine overhaul, tire repair and mounting, hydraulic systems, rebuilding carburetors, starters and engines.
2. Conducts quality control checks and tests. Test drives heavy motor vehicles and equipment.
3. Maintains records of repairs made, work orders, parts used, and time worked.
4. Researches, locates, and completes purchase requests for parts orders.
5. Cleans equipment and maintains a clean and safe work area and environment.
6. Performs new heavy motor vehicle and equipment make-ready.
7. Performs on-the-road repairs of disabled road equipment and vehicles.

8. Cleans and maintains vehicles, heavy equipment, tools, diagnostic equipment, and garage.

9. Maintains a safe work area and environment.

10. Performs other job-related duties as assigned.

Minimum Qualifications

Education, Experience and Training:

Graduation from an accredited high school or GED Program. Two (2) years of work related experience

OR

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Must possess and maintain a valid state driver's license with an acceptable driving history.

May require Texas vehicle inspector license.

Requires FEMA NICS 100, 200, 700 and 800 certifications.

Preferred:

- * Welding experience.
- * Automotive Service Excellence (ASE) Certification.
- * Two (2) years of diesel engine experience, training, or Certification.

Knowledge, Skills & Abilities:

Knowledge of:

- * Methods, equipment, materials, and tools used in repairing heavy motor vehicles and equipment.
- * Federal, State, Local and County applicable laws, rules, regulations, guidelines; and applicable automotive/equipment standards and procedures.

Skill in:

- * Using and caring for equipment, tools and materials.
- * Applying proper and applicable safety practices, procedures and regulations.
- * Working with others, including on a team.
- * Explaining problems in simple non-technical language.
- * Calculating estimates of time, labor and quantities of materials needed.
- * Diagnosing problem to repair or replace.
- * Both verbal and written communication.

Ability to:

- * Diagnose problems and determine appropriate service or repair.
- * Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- * Maintain accurate records.
- * Work efficiently, both independently and as part of a team.
- * Reason and make judgments and decisions.
- * Manage time well and perform multiple tasks.
- * Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.
- * Demonstrate regular and reliable attendance.

Physical/Environmental Requirements and Other Information:

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals, and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, tools, or machinery, indoors/outdoors in all types of weather (excessive heat and cold). Requires the use of Personal Protective Equipment as required by job circumstances.

(YOUR COUNTY NAME) employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.

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