



COSHOCTON COUNTY ENGINEER

Head Mechanic Job Description

Supervisor: Superintendent / Manager of Operations
FLSA Status: Hourly, Non-Exempt
Salary Range: \$ 20.10 per hour (\$18.09 per hour probationary)
Classification: Full Time (40 hours per week) – Collective Bargaining Unit

Location: Coshocton County Engineer's Office, 23194 County Road 621, Coshocton, Ohio

Hours of Work: Monday – Friday 7:00 a.m. to 3:30 p.m.

Overtime: This position is subject to and must be available for mandatory overtime

Summary: We expect this position to be available within thirty (30) days as a full time position within our organization.

Essential Duties and Responsibilities include the following: Performs preventative maintenance & service on gas and/or diesel engines; inspects vehicles/equipment for damage; adjusts parts; changes fluids; diagnose problems on cars, trucks, tractors, lawn mowers, generators, chain saws, weed eaters, pumps & other motorized equipment as assigned by supervisor. Test drive or operates vehicle/equipment to ensure proper operation and repair after completion of the repairs.

Rebuilds, replaces, or repairs major parts on cars, trucks, & other equipment (e.g., exhaust system, carburetors, electrical systems, water or fuel pumps, batteries, brake systems, clutches, and alternators).

Performs minor repairs or other related mechanical work, changes and repairs all types of tires, repairs or replaces hydraulic pumps or systems, replaces shocks, installs snow plow blades, and performs minor body repair work. Performs other duties as assigned by a supervisor.

This position will direct the work of Mechanics and others assigned to garage activities to insure maintenance activities are being completed in a proper and timely manner. Identify and report administrative and disciplinary matters to the supervisor.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Carry out written or oral instructions
- Work alone or with co-workers

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. Potential candidate must have a Commercial Driver's License, class B in valid status. Additional training with gas, diesel, and/or heavy equipment preferred but not required

Education and/or Experience

High school diploma or general education degree (GED) is required for this position. A minimum of five (5) years working as a mechanic on vehicles and equipment.

Language Skills

Ability to read and comprehend simple instructions, manuals, short correspondences, and to communicate information effectively to co-workers. Ability to provide information in written format regarding details of work performed.

Mathematical Skills

Basic understanding of math skills including simple arithmetic and preparing information for billing, such as quantities used and the cost of items.

Computer Skills

Basic computer skills are necessary for this position.