

BUFFALO COUNTY JOB DESCRIPTION

POSITION TITLE: Mechanic

DEPARTMENT: Highway Department

REPORTS TO: Highway or Assistant Superintendent and Foremen

PURPOSE OF POSITION:

Repair all County Owned Equipment

Essential Functions:

- Diagnose the problem with county owned equipment
- Analyze whether a machine needs to be shut down or not
- Perform repairs needed on both gasoline and diesel powered equipment
- Supervise other workers
- Schedule repairs
- Document and submit repair tickets
- Order parts

Essential Knowledge, Experience and Abilities:

- Knowledge of mechanical principles and routine repairs on construction equipment, standard tools, materials and practices used in making repairs
- Knowledge of hazards and safety precautions of the trade
- Skill in examining and correcting mechanical failures
- Use and care of tools and equipment
- Ability to analyze mechanical and electrical problems
- Ability to fill out work sheets
- Thorough knowledge of maintenance, repair and construction work
- Ability to take oral and written instructions from Highway Superintendent, Assistant or Foremen
- Ability to interact and get along well with others
- Thorough knowledge of equipment maintenance and perform maintenance requirements
- Thorough knowledge of methods, materials and equipment used in construction and maintenance of roads, streets, bridge and drainage facilities
- Thorough knowledge of Federal and State Laws pertaining to road and bridge items
- Ability to establish and maintain effective working relationships with other employees, agencies and the public
- Thorough knowledge and Experience with modern office practices
- Through knowledge of County policies, rules, and regulations
- Thorough knowledge of and experience in utilizing a variety of computer systems, hardware, and software packages
- Ability to maintain confidentiality of all departmental documents and transactions
- Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established procedures and policies
- Ability to communicate effectively, both orally and in writing
- Ability to understand and follow both oral and written instructions

- Ability to perform accurate mathematical calculations such as addition, subtractions, multiplication, and division using a calculator, ten-key adding machine or manual calculation
- Ability to maintain cooperative working relationships with fellow employees, supervisors, governmental officials, and the general public.
- Ability to handle and respond to complaints and grievances
- Ability to perform assignments with accuracy and attention to detail
- Ability to communicate with the public on a daily basis
- Ability to communicate with landowners in a positive manner
- Ability to communicate with employees regarding tasks that need completed
- Ability to communicate with other departments when working on projects together
- Ability to problem solve and reason
- Ability to read and interpret blueprints
- Ability to work effectively in stressful situations
- Thorough knowledge of the English language and proper grammar, spelling, and punctuation
- Ability to use telephone and two-way radio systems

Essential Education, Certifications and/or Licenses:

- High school diploma or equivalent. Any combination of equivalent education and/or work experience may be considered if substantially related to the detailed job requirements of this position
- At least 2 years' experience as laborer with some experience in driving dump trucks or similar trucks and light equipment in maintenance or construction or similar work.
- Must possess a valid State of Nebraska Driver's License
- Class A CDL with no restrictions

Essential Physical Demands and Typical Working Conditions:

- Must be able to carry, stand, drive, kneel, speak, squat, hear, climb, walk, sit, reach, and pull on a regular basis
- Must be able to stand or walk for an entire day.
- Must be able to lift up to 80 pounds unassisted
- May be exposed to fumes, hazards, dirt, heat/cold, chemicals, noise and toxins

Essential Attendance and Availability Requirements

- Must have regular attendance
- Must be punctual
- Must have the ability to work overtime when necessary
- Must have the ability to work on weekends when necessary
- Must have the ability to work on holidays when necessary
- Must have the ability to work at the job site
- Must have the ability to travel
- May work indoors or outdoors in any type of weather

MECHANIC

The specific statements in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County Recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.