

CHARLEVOIX COUNTY ROAD COMMISSION JOB DESCRIPTION

TITLE: Mechanic

GENERAL SUMMARY:

Under the general direction of the Shop Foreman, perform equipment maintenance.

EXAMPLES OF TYPICAL DUTIES:

- Follow shop foreman daily orders.
- Complete detailed daily time card and give to shop foreman.
- Document all parts you remove and use from inventory.
- Inform shop foreman of expensive repairs required.
- Obtain shop foreman permission to alter daily orders.
- Perform requested building and grounds maintenance.

GENERAL SUMMARY:

The foregoing describes the Mechanics duties in general, and should not be construed as a complete list of all assigned duties and responsibilities. The successful applicant shall be expected to exercise considerable independent judgement in successfully completing work assignments.

ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS:

The mechanics position is generally within the maintenance shop and mechanic duties will often encounter adverse conditions where strenuous effort is required, and the following physical requirements must be met.

Mobility: Able to walk extended distances and climb ladders or steps to access equipment and facilities.

Agility: Able to lift, push or pull objects, weighing upwards of 80 pounds, and to operate equipment.

Vision: Able to read and comprehend instructions, directions and other documents.

Hearing/Speech: Able to converse orally with telephone or radio, and to receive and communicate information to employees and the public.

Other: Able to tolerate, be exposed to and work in extreme temperatures and weather conditions.

QUALIFICATIONS:

- Ability to deal with people effectively and courteously.
- Ability to formulate accurate, written documentation.
- Willingness to work extended hours, as necessary.
- Maintain a valid Michigan Class A Commercial Drivers License (CDL), together with any endorsements deemed necessary by the Employer and as required by state or federal law.
- Maintain a State endorsed master heavy-duty truck certification.
- May be subject to random MDOT drug/alcohol testing as required by state or federal law.

Preference will be given for experience as master mechanic.

EMPLOYMENT STATUS:

This full-time position is covered by union contract.