

## FAIRFIELD COUNTY

JOB TITLE: DIESEL / AUTOMOTIVE MECHANIC  
TRANSIT SYSTEMGENERAL STATEMENT OF JOB

Under general supervision, is responsible for inspecting, diagnosing, repairing, and performing preventive maintenance on both gasoline and diesel equipment in order to ensure the proper and safe working condition of County-owned equipment and vehicles. Reports to the Shop Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Reviews job orders in order to determine areas of concern and needed repairs, and reviews preventive maintenance schedules in order to schedule work.

Diagnoses various types of gasoline and diesel equipment and vehicles for Fairfield County including motor graders, bulldozers, loaders, chain saws, lawn mowers, welders, dump trucks, buses, ambulances, fire trucks, vans, and cars. Adjusts, repairs, or replaces defective, broken, or worn parts.

Overhauls all major components which include engines, transmissions, clutches, brakes, air conditioning units, differentials, etc.

Repairs and rebuilds carburetors, front ends, alternators, and hydraulic systems.

Obtains estimates on repair parts, etc. as required.

Services and performs preventive maintenance on County-owned vehicles which includes checking all fluid levels, changing oil and filters, checking and rotating tires, repairing lights, conducting inspections on vehicles; checks brakes and replaces shoes, pads, wheel cylinders, master cylinders; turns drums and rotors as needed, etc.

Utilizes brake lathe, electrical tester, engine analyzer, mechanics tools, battery and alternator, welding machine, drills, vises, grinders, Freon recycling machine, mechanic's tools, diagnostic instruments, etc., in repairing, diagnosing, and performing preventive maintenance work on vehicles and equipment.

Prepares reports after work is completed in order to record information relative to repair work and maintenance work performed such as costs, time spent, etc.

Must adhere to all applicable safety regulations, procedures, and practices necessitated by job assignment.

Must use all safety equipment applicable to job assignment.

Maintains garage area in clean and orderly condition.

Delivers and picks up vehicles. Makes road calls as needed.

Picks up parts from vendors as needed.

#### ADDITIONAL JOB FUNCTIONS

Assumes duties of Shop Foreman in his absence.

Performs other related duties as required.

#### MINIMUM TRAINING AND EXPERIENCE

High school diploma with training in automotive field and one to two years of experience in automotive mechanic trade, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess a valid S.C. commercial driver's license, an inspection license, and ASE certification.

#### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate motor vehicles as well as a variety of types of automotive tools and equipment including brake lathe, engine analyzers, other diagnostic equipment, etc. Must be physically able to exert up to fifty pounds of force frequently or occasionally to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Must be able to lift and/or carry weights of approximately seventy-five pounds. Requires the ability to climb, balance, reach, stoop kneel, crouch, crawl, walk, and stand for brief or prolonged periods of time.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read manuals, books, etc. such as repair manuals, instruction manuals for utilizing diagnostic equipment, etc. Requires the ability to prepare documents such as maintenance reports, quote sheets, inspection reports, etc. using the proper format. Requires the ability to communicate and interact with co-workers, supervisor, other County employees, vendors, and the general public.

**Intelligence:** Requires the ability to apply principles of rational systems such as automotive mechanics, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using various types of repair, maintenance, and diagnostic equipment. Requires the ability to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

#### PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of standard practices and equipment used in the repair, diagnosis and maintenance of automotive equipment and vehicles. Has general knowledge of automotive field, heavy diesel equipment, and gasoline equipment. Is knowledgeable of the use and operation of diagnostic equipment and is able to follow instructions in the use of same. Has good working knowledge of the principles of operation of gasoline/diesel engines and of mechanical repair of heavy trucks and construction equipment. Has a good working knowledge of the occupational hazards and safety precautions of the trade. Is able to adapt available tools and repair parts to specific repair problems. Is skilled in the use and care of hand and machine tools employed in motor repair and adjustment work. Is able to analyze problems that arise on the job and recommend solutions. Is able to use judgment and discretion in carrying out assigned activities. Is able to comprehend, interpret and apply regulations, procedures and related information. Is able to communicate effectively with a wide variety of groups. Has sufficient knowledge of other County divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Has the verbal ability to prepare effective and accurate required reports. Has the mathematical ability to handle required calculations accurately and quickly. Has good mechanical skills. Is able to perform duties under adverse conditions relative to wetness, humidity, heat, cold, fumes, toxic or caustic chemicals, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation

time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**