

JEFFERSON COUNTY HIGHWAY DEPARTMENT

750 OLD FAIRFIELD ROAD

MT. VERNON, IL 62864

JOB DESCRIPTION

Approved: _____
Job Title: Mechanic / Laborer
Position Type: Permanent Full-Time
Department: Jefferson County Highway Department
Reports to: Road Foreman
Hours of Work: 7:00 a.m. to 3:30 p.m., Monday through Friday
Thirty (30) minute lunch period

Summary

This position involves a variety of routine and complex diagnosis, repair and maintenance of various Highway Department vehicles and equipment. This position is also responsible for keeping various needed parts in stock at all times for said maintenance of vehicles and maintaining a clean and safe workspace. This position must be able to perform all the duties of a Laborer as described in the Laborer Job Description.

Supervision Exercised

None

Education and/or Experience

Must have a minimum of 5 years auto mechanic experience. Must be able to drive various pieces of equipment in and out of shop area.

Language Skills

Ability to read and interpret documents such as repair manuals for various pieces of equipment. Ability to adequately explain technical diagnoses and needed repairs to non-mechanical individuals which may include employees and customers on an as-required basis. Must be able to adequately relay to vendors any specific parts needs.

Residency Requirements

Residency within the limits of Jefferson County is required for all county employees.

Requirements

- (1) Must be able to perform all Laborer duties as described in the Laborer Job Description
- (2) Must have CDL-A license.
- (3) Diagnoses and repairs to specifications -- brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning and computer systems.
- (4) Maintain logs for each piece of equipment describing all diagnosis, maintenance, repairs and costs associated with each in order to determine when equipment has met its useful life.

- (5) Recommends to Foreman when pieces of equipment can be repaired or need to be replaced.
- (6) Proficient in welding, cutting and fabrication of various parts.
- (7) General maintenance work on diesel, propane, and gas motors.
- (8) General maintenance of all fleet body parts.
- (9) Installs all salt removal equipment into and out of all dump trucks.
- (10) Must get approval from Foreman on all non-routine purchases.
- (11) Scheduling all routine maintenance, including oil changes, tire rotations, etc. on all fleet vehicles.
- (12) Must provide most tools needed for the duties of this position.
- (13) Must be available to respond to emergency call outs related to but not limited to; storms, snow removable, flooding, road closures or any adverse conditions affecting any county operated road or the citizens of Jefferson County.
- (14) Operate heavy equipment when necessary.