

**POSITION: Mechanic II**

**Posting# 7031-0219sr**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

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**\*May underfill as Mechanic I**

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

**STARTING SALARY: Grade 508 \$22.25 - \$25.58 Hourly \$1,780.00 - \$2,046.40**

**Mechanic I – Grade 504 \$18.05 - \$20.77 Hourly \$1,444.00 - \$1,661.60 Biweekly**

Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: February 26, 2019**

**CLOSING DATE: Open until filled**

**\*All applications received by March 12, 2019** will be screened by the HR Office.

Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - <http://www.utahcounty.gov/jobs>**

### **JOB SUMMARY:**

Performs semi-skilled and skilled work relating to the maintenance of Utah County Fleet Services' vehicles, equipment, and facilities.

### **DUTIES INCLUDE:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operate motorized and light equipment including pickup trucks, fork lifts, and various hand and power tools.
2. Change the oil and filters in County vehicles.
3. Clean the facilities and perform routine maintenance to automotive repair equipment.
4. Assist in making mechanical repairs to drive trains, steering, tires, suspension, and brake systems of County-owned vehicles and equipment.
5. Assist in sandblasting and painting.
6. Pick up vehicle parts from vendors.
7. Deliver and pick up vehicles for service.
8. Retrieve computerized vehicle records and work orders, and enter updated data into the computer.
9. Complete automotive repair work orders as assigned.
10. Perform repairs and preventive maintenance service on all County-owned vehicles and equipment.
11. Repair drive trains, steering, tires, suspension, and brake systems of all County-owned vehicles and equipment.
12. Weld using electric and acetylene welding equipment.
13. Conduct state inspections and county emissions tests on County-owned vehicles.
14. Answer telephone status checks and respond to radio calls for questions and assistance.
15. Retrieve computerized vehicle records and work orders; complete automotive repair work orders.
16. Order parts and coordinate part needs with the warehouse.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of hazardous chemical handling procedures

Knowledge of procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles

Knowledge of occupational hazards related to mechanical repairs

Knowledge of electrical repair and reading schematics

Knowledge of on-board automobile computer systems

Skilled in composing documents when assigned

Skilled in the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to electrical, emission and mechanical repairs

**REQUIREMENTS FOR EMPLOYMENT:**

**Mechanic I:**

1. Completion of a one-year certificate program related to mechanics or service work
  2. Two (2) years of formal work experience performing automotive mechanical repair activities
- Equivalent combinations of related education and experience totaling three years such as an associate's degree and one year of experience or a high school diploma and three years of experience may also be considered

**Mechanic II:**

1. An associate's degree related to automotive or diesel mechanics
2. And four (4) years of formal work experience performing automotive mechanical repair activities

Other equivalent combinations of related education and experience totaling six years such as a one year certificate program and five years of experience or a high school diploma and six years of experience may also be considered

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

**Mechanic I:**

1. Applicants must possess a valid driver's license and obtain a State of Utah Driver's License within 60 days of employment

2. Selected applicants must obtain the following during the probationary period for new employees or the trial period for County employees promoted through competitive recruitment:

- a. Utah State Inspection License
- b. Utah County Emissions License
- c. Forklift Operator Certification
- d. State of Utah Class B Commercial Driver's License (CDL)

County employees reassigned, transferred or promoted to this job through career ladder advancement must possess these certifications and licenses upon reassignment, transfer or career ladder advancement

3. Selected applicants may be required to obtain Motorcycle Endorsement on their Utah Driver's License

Selected applicants may be subject to, and must pass, a background check

**Mechanic II:**

Must meet all of the Additional Eligibility Qualifications for Mechanic I listed above, including:

- a. State of Utah Class A Commercial Driver's License (CDL) with T Endorsement

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.