



# Mechanic II

## Job Description

Department: Public Works  
Position: Career Service  
Starting Step: 33, Table 18  
Supervisory: No  
Reports to: Fleet Services Shop Supervisor

### Summary

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

### Essential Functions

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.
17. Perform journey-level mechanical work on a wide variety of diesel powered vehicles and equipment, heavy duty gasoline vehicles, pickups, cars, light duty equipment, and related systems.

### For Office Use Only

Class Code: 7031  
Class Title: Mechanic II  
FLSA: Non-Exempt  
Effective Date: 3/1/2018  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: Yes

18. Diagnose and repair computer systems, fuel injection systems, carburetor systems, hydraulic systems, brake systems, electrical systems, suspension systems, and cooling systems of County equipment.
19. Overhaul gasoline and diesel engines, transmissions, front and rear differentials, transfer cases, and gear boxes.
20. Perform major tune-ups of County vehicles.
21. Road test County vehicles to ensure proper completion of repair.
22. Keep current on automobile computer system technology.
23. Machine parts, brazes, and welds intricate equipment, snow plows, graders, and special projects for County use.
24. Modify and fabricate special equipment to meet needs of various County departments.
25. Perform body work on County vehicles and equipment including replacement of body parts, repairing fiberglass, sanding, and painting.
26. Assist supervisor in training and in monitoring repair and maintenance activities.
27. Analyze, diagnose, remove, assemble, adjust, and replace defective parts or sub-assemblies.
28. Analyze, design, and fabricate a variety of fences, gates, pipes, parts, and equipment for County use.
29. Respond to emergency situations on an on-call basis as assigned.

### **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

Skilled in operating a forklift, other motorized equipment and various hand, pneumatic, and power tools

Skilled in utilizing diagnostic equipment, emission testing equipment and computer testing activities

Skilled in using cutting torches and welding equipment

Skilled in word processing and basic computer programs

Ability to maintain cooperative relationships with those contacted in the course of work activities

Ability to follow verbal and written instructions

Ability to read, write, and perform basic math calculations

Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

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**Work Environment**

This job operates in a professional office environment, but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. This job exposes incumbent to hazardous chemicals, and to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This role requires the operation of a motor vehicle.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 - 80 pounds. This position may have possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This job requires the use of protective devices such as masks, goggles, and gloves.

**Position Type/ Expected Hours of Work.**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Required Education and Experience**

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
3. 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

**Additional Eligibility Qualifications**

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 A Commercial Driver's License (CDL) with T Endorsement

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

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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