

# TWIN FALLS HIGHWAY DISTRICT JOB DESCRIPTION

**Job Title: Mechanic**

**Division: Operations**

## **GENERAL PURPOSE**

Performs skilled journey level tasks related to the maintenance, repair and rebuilding of Highway District equipment.

## **SUPERVISION RECEIVED**

Works under the close supervision of the Director and Foremen.

## **SUPERVISION EXERCISED**

None.

## **EXAMPLE OF DUTIES**

May include the following, but not limited to:

Keeping inventory and purchase records; maintains accurate records of miles/hours on all equipment; recommends new items needed for inventory and repair; purchases items needed for daily operation of Highway District equipment.

Performs expert trouble shooting and analysis of malfunctions using various testing and calibration equipment; rebuilds, repairs and adjusts heavy construction diesel equipment such as pickups, loaders, backhoes, motor graders, dozers, dump trucks, trailers, etc.

Dismantles machines and heavy equipment using hoists, jacks, hand/power wrenches and a variety of special tools typical to heavy equipment repair; inspects parts for damage or excessive wear and replaces worn or broken parts.

Examines parts such as shafts, bearings, bushings, pins, gears, and rollers using gauges such as calipers and micrometers to verify that clearance and dimensions meet specifications.

Rebuilds, repairs and maintains internal combustion engines (gas and diesel), carburetors, transmissions, differentials, air and hydraulic systems; turbo, electrical, fuel systems, cooling systems, suspensions, brakes, track gear, etc. in the process of overhauling equipment.

Fabricates tools and equipment parts which are not readily available; performs metal fabrication, welding and hard facing using electric and acetylene equipment.

Performs general preventative maintenance, vehicle inspections and certifications; checks and maintains service schedules consistent with manufacturer specifications; fills out time sheets, work orders and other documentation.

Maintains shop layout; oversees parts and general supplies and assures general shop, equipment and inventory security and control; cleans shop area, tools and equipment to maintain a safe work environment.

Attends various schools and training programs as needed to develop journey level skills in equipment maintenance.

Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

#### 1. Education and Experience

- a. Graduation from high school or GED; plus, two years of specialized coursework providing technical training in automotive and construction vehicle maintenance and repair.

**AND**

- b. Experience in major repair of a variety of gas and diesel powered construction and automotive vehicles.

**OR**

- c. An equivalent combination of education and experience

#### 2. Required Knowledge, Skills, and Abilities

- a. Considerable knowledge of the design, adjustment, operations, maintenance and repair of diversified mechanical and electrical equipment including light, medium and heavy gasoline and diesel engines; the material and tools used in equipment maintenance; safety practices required by state and other laws.
- b. Skilled in the use of mechanical tools, material and testing equipment; welding and fabricating.
- c. Ability to diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees.

#### 3. Special Qualifications

- a. Must be a welder; must be a journey level mechanic; must have a valid Idaho Commercial Driver License (Class A).
- b. Must provide own set of tools to perform the basic repair and maintenance of vehicles.