

**Taylor County Board of County Commissioners**  
**JOB TITLE: Lead Mechanic**

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EXEMPT (Y/N):	No	UNION (Y/N):	Yes
Pay Grade	190	DOT CODE:	
LOCATION:	Public Works & Solid Waste	DEPARTMENTS:	Road & Solid Waste
SUPERVISOR:	Dir. of Public Works or Environmental Services		
PREPARED BY:	Human Resources	DATE:	1/31/00
APPROVED BY:	BCC	<b>Edited:</b>	<b>08/12/2014</b>

**THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS**

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**SUMMARY:**

Performs highly skilled work at the master level in maintenance, repair, and overhaul of automotive and heavy equipment. Responsible for the effective and efficient management and supervision of the mechanic work crews assigned. Works with and trains subordinates in the proper means and methods of mechanical maintenance and repair of gas and diesel engines, and all County owned vehicles and equipment through oral instruction and hands on training. Plans and coordinates routine maintenance and major repairs, determining the most cost effective techniques and methods. Prepares reports on work status, materials used, and scheduled completions. Fills out and maintains complete history records on all work performed on County equipment and vehicles. Works along with and inspects the work of crews assigned, recommends modifications or adjustments in work methods, crew size and related factors to insure quality work and timely completions. Responsible for security and safety of work crews and equipment under sometimes hazardous conditions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- ◆ Directs, supervises and works with mechanic and labor crews.
- ◆ Directs and assists in the routine maintenance through major repair and overhaul of County vehicles and heavy equipment.
- ◆ Inspects malfunctioning equipment and diagnoses cause of failure.
- ◆ Responsible for training subordinate mechanics and staying up to date on new equipment and maintenance techniques.
- ◆ Identifies all parts and tools needed for repairs and insures they are properly requisitioned through Purchasing Department.
- ◆ Operates heavy equipment when necessary
- ◆ Performs other job duties as assigned by supervisor.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### EDUCATION AND/OR EXPERIENCE:

Must have graduated from high school or equivalent with a minimum of four (4) years experience as a mechanic with both gasoline and diesel engines, light and heavy equipment repair and maintenance, and welding experience or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

### OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Comprehensive knowledge of the operation, types of failures, and repair methods applicable to both light and heavy road construction and mining equipment.
- ◆ Considerable knowledge of the occupational hazards and necessary safety precautions applicable to operate, maintain, and repair all assigned equipment.
- ◆ Ability to operate heavy equipment safely and efficiently.
- ◆ Ability to keep work and parts records used to make reports.
- ◆ Ability to complete needed repairs in a timely manner.
- ◆ High degree of skill in the use and care of tools and equipment and in the repair and maintenance of heavy mobile equipment.

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

- ◆ Must successfully pass a physical exam by the Medical Director.
- ◆ While performing the duties of this job, employee is required to talk and to hear.
- ◆ Required to stand, walk, sit, bend at waist, climb on to and under equipment, and use hands and fingers.
- ◆ Employee is required to operate various motor vehicles and heavy equipment.
- ◆ Occasionally required to lift and/or move heavy items up to 50 lbs. and occasionally lift and/or move up to 100lbs.
- ◆ Sufficient physical strength and agility to perform heavy manual labor.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ While performing this job, the employee often works near moving mechanical parts and construction equipment and vehicles.
- ◆ Occasionally exposed to fumes and/or airborne particles, toxic or caustic chemicals, and outdoor weather conditions.
- ◆ Job requires working in an office environment; outdoor environment (sometimes extreme weather), and can often be in a high noise area.

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**CERTIFICATES, LICENSES, REGISTRATION:**

Valid Florida CDL License/Class A. ASE certifications are highly suggested.