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|  JOB DESCRIPTION | OPERATIONS APPLICATION: TEAMSTERS | | | |
| | TITLE: Mechanic | REVISION DATE 10/23/2015 | SUPERCEDE | APPROVAL DATE 10/23/2015 |

SUMMARY

Employees in this class perform a variety of activities designed to service, repair and maintain Road Commission vehicles and equipment.

SUPERVISION RECEIVED

Works under the direct supervision of the Equipment Maintenance Supervisor.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Diagnoses problems, disassembles units, repairs or replaces and reassembles units in the following systems:
 - a. Brakes – Repairs or replaces shoes, pads, drums, hoses, calipers, cylinders and any heavy-duty air brakes.
 - b. Cooling – Flushes radiators, replaces hoses and thermostats, repairs or replaces radiators and water pumps, fan drives, DCA treatment filters, air intercoolers and oil coolers.
 - c. Drive – Repairs and replaces drive shaft, differential, axle, manual, automatic and sophisticated computer-controlled transmissions, clutches, transfer cases, power take-off systems, transmission reversers, all-wheel drive steering axles and final drives.
 - d. Electrical – Repairs or replaces fuses, batteries, lights, instruments, warning devices, controls and switches, computer controls, modules, alternators, starters and defective cables and wiring.
 - e. Exhaust and Emissions Control – Replaces mufflers, manifolds, catalytic converters, turbochargers, blowers and pipes.
 - f. Heating and Air Conditioning – Repairs or replaces heater cores, condensers, compressors, hoses and controls; recharges air conditioning systems.
 - g. Hydraulic – Repairs or replaces pumps, hoses, valves, winches and cylinders.
 - h. Air – Repairs or replaces compressors, air dryers, brake valves, air tanks and hoses.
 - i. Steering and Suspension System – Aligns and balances wheels, repairs or replaces tie rods, ball joints, gear boxes, shock absorbers, springs, steering linkage, kingpins, power steering hoses.

- j. Coupling Devices – Adjusts, repairs, inspects and replaces fifth wheel hitches and pintle hitches.
2. Overhauls engines, replaces engines and rebuilds components.
3. Performs engine tune-ups and maintenance work such as replacement of distributor points, spark plugs, fuel filters and air pollution equipment.
4. Performs routine maintenance activities, such as tune-ups, brake adjustments, wheel alignments, tightening of bolts and screws, checking of fluids and batteries, and the lubrication of moving parts.
5. Installs snowplow frames, sanders, underbody scrapers, wiring, lights and hydraulic systems on new equipment.
6. Uses welding and cutting torches and brazing equipment to fabricate new or repair old snow plows, graders and other equipment.
7. Inspects malfunctioning equipment; identifies abnormal conditions by using electronic diagnosing equipment, troubleshooting charts, service manuals and previous knowledge and experience.
8. Makes service calls in the field; returns vehicles to the garage for repair or otherwise assists malfunctioning equipment.
9. Maintains accurate records of time and materials used on each job.
10. Test drives equipment to diagnose problems/malfunctioning and/or after repairs to assure road-worthiness.
11. Keeps tools, equipment and work area clean, organized and in good working condition.

KNOWLEDGE, SKILLS, AND ABILITIES

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Knowledge of the standard practices, materials, tools and equipment used in the repair and maintenance of motor vehicles and engines.

Knowledge of safety issues in the use of tools, equipment and supplies used in the repair of motorized vehicles and equipment.

Knowledge of body and frame construction.

Skill in the use of gas and electric welding equipment.

Skill in the use of mechanized tools, jack and hoists.

Skill in the use of a variety of diagnostic testing and tuning equipment.

Ability to diagnose mechanical, electrical and hydraulic malfunctions.

Ability to read manuals and schematics.

Ability to rebuild engines and major driveline components.

Ability to communicate with other mechanics about repair work needed.

Ability to enter repair information in fleet management maintenance software.

Ability to follow direction.

Ability to lift 100 pounds or more on a regular basis.

WORKING CONDITIONS

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to be exposed to hazardous work environments.

EXPERIENCE

Three years in the repair and adjustment of equipment, preferable under the direct guidance of a skilled mechanic.

EDUCATION

Possession of a high school diploma or equivalent.

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS

Possession of a valid Commercial Driver's License (CDL) Class A with an "N" (Tank) endorsement.

State of Michigan certifications in Engine Repair – Diesel, Brakes & Braking Systems, Engine Repair – Gasoline, Electrical Systems, Drive Train and Suspension & Steering Systems (Heavy Duty Truck).