

**HIDALGO COUNTY  
ROAD & BRIDGE  
PAVED/UNPAVED**

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JOB TITLE: Mechanic III

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122

CIVIL SERVICE STATUS: NON-EXEMPT

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**SUMMARY**

Oversees the operation and employees of the County's garage and maintenance shop that is responsible for the repair and general maintenance of all vehicles including all medium- and heavy-class equipment used in the building and maintenance of county road and bridges.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates and schedules request for vehicle maintenance repairs.
- Knowledge of gas engines, electrical circuits and transmissions
- Coordinates and/or oversees contract services for vehicle repairs not performed at the County level.
- Assists in writing specifications for new equipment and vehicles to be purchased.
- Maintains a working relationship with various vendors for sublet work and parts purchased.
- Maintains shop in good working condition and develops effective safety procedures.
- Decided whether to purchase new, rebuilt, or used parts to repair vehicles and equipment in the shop.
- Purchase supplies and equipment for vehicle and equipment repairs.
- Purchase stock and parts under guidelines and procedures established by the department.
- Oversees maintenance of files on vehicles for quick reference on work orders; for a history of vehicle repairs and parts, and/or lubrication and oil change records.
- Assists in diagnosing and repairing vehicles and equipment as needed.
- Orients new mechanics and recommends appropriate training for them.
- Supervises schedules for subordinate personnel.
- Must be able to prioritize and assign tasks.
- Must be able to troubleshoot.
- Provide technical reports on a weekly and monthly basis.
- Regular attendance is a must.
- Ability to work well with others.

## **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. This is a supervisory position and the incumbent must demonstrate on-going competence in being able to delegate responsibility as well as instruct and train employees on proper shop procedure and proper equipment/tool handling and training.

## **EDUCATION and/or EXPERIENCE**

- High School diploma or GED;
- Eight (8) years of increasingly responsible auto repair/welding experience; or
- Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities to perform duties.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a valid Texas Motor Vehicle Operators' License;
- Must be able to be insured by the County's insurance carrier.

## **OTHER SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manual.
- Ability to work independently.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division in all units of measure.
- Ability to understand, follow and give oral and written instructions and directives.
- Must be able to perform duties of Mechanic I and II.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

## **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 talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

Work involves considerable stooping, bending, and working in overhead structures and on scaffolds. Considerable glare emits from work, requiring the wearing of personal protective equipment. Exposed to moderate burns and exposed to flying objects, such as chips and scale. Work also involves varying degrees of precision and control where damage could be considerable.

The noise level in the work environment is usually loud.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following;

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

## **ACCIDENT PREVENTION PROGRAM**

Required to follow all departments' safety regulations