

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Mechanic	<u>CLASS NUMBER:</u> 30051	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Fleet Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A9	<u>POSITION CONTROL #:</u> 041005
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Fleet Management Sup. (041002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Mechanic classification is to diagnose problems with and make minor repairs to the county’s light and heavy duty fleet vehicles and equipment. Fabricate and/or install parts and accessories, as needed.

JOB DUTIES:

Schedule and perform routine maintenance (e.g. lubricate mechanical components, change oil and filters, inspect and test batteries, rotate/mount/balance tires and wheels, replace wiper blades, inspect and add fluids, inspect belts and hoses). Perform vehicle repairs (e.g. inspect/adjust/replace brakes and rotors and drums, under chassis inspection, fuse check and replacement, tire pressure monitoring system check and repair, tune ups, and system flushes). Trailer repairs and preventative maintenance. Road side assistance. Tasks may risk exposure to strong odors/toxic agents, extreme weather conditions, machinery, and traffic hazards. Diagnosis, repair and replace parts, as needed (e.g. ignition, door, and trunk lock cylinders, perform bolt on body repairs/replacements of doors, fenders, hinges, perform 2 and 4 wheel alignment, water pumps, radiators, window regulator, blower motor, exhaust system, seats and interior trim, cable and linkages for transmissions, Constant Velocity joints, wheel bearings, shocks and struts, etc.). Assist supervisor with shop equipment upkeep and maintenance. Maintain records of repairs and maintenance tasks performed. Answer telephone and respond to questions and routine inquiries. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices; office practices and procedures. Skill in skilled trade; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with problems involving few variables in familiar context; carry out instructions in written, oral or picture form; apply principles to solve practical, everyday problems; interpret variety of instructions in written, oral, picture, or schedule form; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; calculate fractions, decimals and percentages; follow basic oral instruction; recognize safety warnings; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; complete routine forms; maintain accurate records; check pairs of items that are similar or dissimilar; work alone on most tasks; cooperate with coworkers on group projects, answer routine telephone inquiries from public; demonstrate physical fitness; demonstrate agility; demonstrate strength to lift up to 80lbs.; demonstrate strength to move objects from one location to another; demonstrate dexterity to handle fuses, lock cylinders trim pieces.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED, supplemented by vocational/technical training in automotive mechanics and three (3) years of experience in automotive maintenance and repair; or any equivalent combination of training and experience.

Additional Requirements

Possess basic Automotive Service Excellence (ASE) certificates or dealers equivalents in brakes, suspension and steering, auto maintenance and light repair and undercar specialist exhaust systems and one (1) other in the Automotive Technician series. Must obtain two (2) other certificates or dealers equivalent from the A series within one (1) year of employment. Must maintain and stay current with all seven (7) certificates during employment. Required to maintain current a valid Ohio Driver’s License

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date