



**COLUMBIA COUNTY, OREGON**

**JOB TITLE: MECHANIC**

**DATE: DECEMBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Public Works	<b>JOB CODE:</b>	432
<b>SUPERVISOR:</b>	Assistant Director, Public Works	<b>SALARY RANGE:</b>	25
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 697

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**GENERAL STATEMENT OF DUTIES:** Repair, overhaul, and automotive and heavy equipment, machinery, and other standard road construction equipment.

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

Perform emergency and regular maintenance repairs in the field or in the shop on equipment such as motor graders, steel tracked equipment, Gradall excavators, light duty trucks, trailers, automobiles, single and/or double axel dump trucks, brush cutters, hydraulic and air compressors, and generators. Perform preventative maintenance work on similar equipment, as directed.

Diagnose malfunctions such as fuel or ignition failures and effect repairs by utilizing electronic diagnostic tools, adjusting, or replacing parts. Perform major overhaul work on gas and diesel road equipment, including pickup trucks, heavy one-axle and two-axle dump trucks, road graders, excavator, back hoes, brush mowers, loaders, brush chippers, pavers, and chip spreaders.

Repair transmissions, differentials, and other gear boxes, making necessary replacements and adjustments.

Grind valves, set tappets, and push rods. Adjust and repair steering gear, front-end assemblies, and all related suspension systems. Install clutches and brake-linings and make necessary adjustments. Inspect, repair, and replace defective parts as needed.

Fabricate special parts or pieces of equipment required for various jobs. Operate engine lathe and milling machine in modification or fabrication of special or obsolete replacement parts.

Do general welding including sheet metal, hard surfacing, or repairing broken castings, using oxyacetylene or electric arc welding equipment as required.

Maintain records in electronic database format of job costs including labor, parts, and materials used. Obtain needed parts and supplies for automotive and equipment repairs performed in county shops.

Enter repairs and service of equipment both in-house and outsourced into an electronic database.

Maintain tools and equipment in proper working condition.

Schedule regular maintenance and repair of equipment through electronic software for internal and external assets.

Move equipment from location to location. This may involve moving the equipment under its own power or loading, hauling, and unloading through use of truck and trailer.

Maintain shop building, including the parts room and work bays in clean, safe condition.

Maintain library of material data safety sheets and keep all containers and dispensers properly labeled.



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Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed under the general direction of the Assistant Public Works Director who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a high school diploma. Three years' experience as a general mechanic. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Experience in the maintenance and repair of construction related equipment preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid Class A commercial driver's license (CDL) with tanker and hazardous materials endorsements and be insurable under the county's liability policy. Certified through the American Welding Society (AWS) highly preferred.

**KNOWLEDGE, SKILL, AND ABILITY:** Considerable knowledge of the standard practices, materials, and methods used in maintaining, repairing, and overhauling construction equipment. Considerable knowledge of gas- and diesel-powered engines and equipment. Considerable knowledge of hydraulics and electrical systems.

Skill in computerized parts systems and Microsoft Office products. Skill with troubleshooting a wide variety of equipment and machinery. Skill in the use of tools and the operation of equipment employed to carry out job duties, such as lathes and milling machines used in the fabrication of special parts. Skill in welding such as SMAW, AirArcing, and MIG to include aluminum.

Ability to:

- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.



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- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Interpret work from plans.
- Efficiently and effectively operate equipment used in the performance of assigned duties.
- Operate equipment safely under adverse conditions.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background and drug screening. Must be able to maintain a Medical Examiners Certificate as required under Department of Transportation regulations for CDL Drivers.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, regularly required to use hands to finger, handle, or feel. The Frequently required to stand and reach with hands and arms. Occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 10 pounds and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

**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 essential functions.

While performing the duties of this job, frequently exposed to moving mechanical parts and vibration. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually loud.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***