



COLUMBIA COUNTY, OREGON

JOB TITLE: MECHANIC

DATE: DECEMBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Transit	JOB CODE:	432
SUPERVISOR:	Director, Transit	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Repair, overhaul, and maintain vehicles and equipment utilized by the Transit Department.

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 buses, vans, and automobiles used by the Transit Department. Diagnose malfunctions and effect repairs by adjusting or replacing parts. Perform major overhaul work as needed.

Install and repair transit related equipment such as fare boxes, lifts, bike racks, ramps, GPS tracking systems, etc.

Fabricate special parts or pieces of equipment required for various jobs.

Work with Transit Director to shop out large repairs such as transmission replacements, engine replacements, or work requiring more specialization.

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

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

Work with the administrative assistant to maintain accurate records of shop parts and supplies inventory.

Maintain tools and equipment in proper working condition.

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

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

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 Transit 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,



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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 auto 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 transit 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 driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of the standard practices, materials, and methods used in maintaining, repairing, and overhauling transit vehicles. Considerable knowledge of gas- and diesel-powered engines and equipment. Considerable knowledge of hydraulics and electrical systems. Knowledge of transit lifts, bike racks, and ramps used in public transit vehicles.

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.

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.
- 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.

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. 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 20 pounds up to 50 pounds, and occasionally lift and/or move up to 100 pounds.



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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.

Work is performed both in inside and outside environment and encounters a variety of job conditions, including adverse weather and occasional hazardous situations and conditions. 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.***