



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MECHANIC I**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level maintenance and repair work on automotive equipment or motors; Work involves repairing mechanical units; performing preventive maintenance activities; and servicing automotive equipment and related gasoline, diesel, or alternative fuel engine powered equipment; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED (Depending on assigned project)

Adjusts brakes and carburetors

Installs front wheel bearings, speed heads, radiators, and universal joints

Services, refuels, and changes oil in vehicles

Performs body repair work and touch-up painting

Cleans shop, equipment, and tools

Assists in major repairs, such as overhauling motors and installing clutches

May operate electronic or computerized diagnostic equipment and computer-based technical manuals to identify or verify system and component failures

May inventory parts and equipment

Performs related work as assigned

Additional Examples of Worked Performed for Precincts

Repairs drive trains, steering, tires, suspension, and brake systems of County-owned vehicles and equipment

May weld using electric and acetylene torches

Retrieves computerized vehicle records and work orders

Performs body repair work and touch-up painting

EDUCATION AND EXPERIENCE

Graduation from a high school or equivalent (GED), supplemented by technical courses in automotive maintenance and repair

Experience in motor vehicle repair and maintenance work

One (1) year of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES (Depending on assigned project)

Knowledge of mechanical techniques used in automotive equipment repair and maintenance and of safety practices and principles

Knowledge of occupational hazards related to mechanical repairs

Skill operating motorized equipment and various hand, pneumatic, and power tools

Ability to follow verbal and written instructions

Skill in reading, writing, and basic math

Skill in utilizing diagnostic equipment

Knowledge of electrical repair and reading schematics

Skill in the use of cutting torches and welding equipment

Ability to utilize emission test equipment and computer test activities

Skill in word processing and basic computer programs

Knowledge of on-board automobile computer systems

Skill in the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to mechanical repairs

Knowledge of hazardous chemical handling procedures

Ability to maintain cooperative relationships with others

Skill in the use of shop tools and equipment

Ability to follow instructions, to make repairs, and to use shop tools and equipment

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 twenty-five (25) 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.

The noise level in the work environment is usually moderate.

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
- standing 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 a work environment 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
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations