



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MECHANIC II**
Grade: 08

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 routine (journey-level) motor vehicle repairs and maintenance work. Work involves replacing or repairing worn or broken parts; performing preventive maintenance activities; and servicing automotive equipment and related gasoline, diesel, or alternative fuel engine-powered equipment; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED (Depending on assigned project)

Exchanges, rebuilds, and overhauls motors, transmissions, carburetors, and other major vehicle components and systems

Checks and repairs electrical and cooling systems

Performs oil and filter changes, transmission service, brake and suspension repair, tire installation and repair, wheel alignments, air conditioning diagnosis and repair, state vehicle inspections, and other scheduled maintenance

Performs minor engine tune-ups and makes required adjustments on vehicles motors and diesel engines

Performs body repair work and touch-up painting

Tests motors and engines for satisfactory performance

Installs various after-market accessories and equipment

Maintains records of work performed and parts used

Uses on-board or hand-held electronic diagnostic equipment and a variety of other specialized tools and equipment to isolate and adjust malfunctions

May tear down inboard and outboard gasoline motors or diesel engines; inspect, repair, or replace defective parts; and reassemble the motors

May maintain and repair heavy construction equipment

Performs related work as assigned

EDUCATION AND EXPERIENCE

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

Two (2) years of 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

May require a certification from the National Institute of Automotive Service Excellence

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 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