



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MECHANIC III**
Grade: 10

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 complex (journey-level) motor vehicle maintenance and equipment repair work. Work involves replacing or repairing worn or broken parts and coordinating or performing preventive maintenance and service work on automotive and related gasoline, diesel, or alternative fuel engine-powered equipment; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED (Depending on assigned project)

Performs repairs to vehicles and other equipment, including repairs to computerized automotive systems

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

Requisitions supplies, parts, oils, and fuels; checks deliveries; maintains records of purchases and requisitions; and distributes supplies

Inventories parts and equipment

Maintains records on the operation and repair of vehicles, motors, and other equipment

May assist in the development of training programs

May maintain and repair heavy construction equipment

May supervise the work of others

Performs related work as assigned

Additional Examples of Worked Performed for Precincts

Monitors and trains shop personnel in the safe use and operation of hand tools and power equipment

Ensure that hand tools and power equipment are properly maintained and safe to use, equipment safety guards are in place, safety glasses, face shields, and other safety equipment are being used and kept in good repair

Trains mechanics in diagnostic and repair procedures

EDUCATION AND EXPERIENCE

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

Preferred: Associate's degree from an accredited college or university in automotive, diesel mechanics or related field

Four (4) 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 automotive diagnosis, repair, and maintenance techniques; of welding; of departmental policies and record keeping procedures; of fleet management principles; of safety practices and principles used within an automotive repair facility; and of electrical and computerized systems and emission control systems

Ability to maintain accurate records; to follow instructions; to locate and diagnose defective mechanical operations; and to supervise the work of others

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