



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **MECHANIC IV**  
Grade: 12

---

*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 advanced (senior-level) motor vehicle maintenance and equipment repair work. Work involves estimating repairs, requisitioning parts and supplies maintaining records of work performed, and overseeing the operation of a motor vehicle and equipment repair shop. May assign and/or supervise the work of others; Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED (Depending on assigned project)**

Coordinates or performs various phases of motor vehicle repair such as paint, body, and mechanical repairs

Coordinates wrecker service to pick up wrecked or disabled vehicles

Oversees the repair and maintenance of various types of motors and mechanical equipment

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

Requisition supplies, checks deliveries, maintains records of purchases and requisitions, and distributes supplies

Diagnoses and repairs all functions and controlling system of the vehicle

Discusses malfunctions, warranties, parts, and service with mechanics, drivers, and manufacturing representatives

Instructs mechanics in proper repair procedures and use of automated testing equipment

Inspects vehicles and estimates repairs

Prepares periodic reports and purchase orders

May assign and/or supervise the work of others

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

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

Six (6) 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**

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

Skill in locating and diagnosing defective mechanical problems

Ability to work with electronic and computerized diagnostic equipment; to apply mechanical knowledge to the repair and maintenance of mechanical equipment

Maintain accurate records

Assign and/or supervise the work of others

Knowledge of electrical repair and reading schematics

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

Ability to maintain cooperative relationships with others

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