

**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

| | |
|---|---|
| DRAFT <input type="checkbox"/> | FINAL <input checked="" type="checkbox"/> |
| Position Title: MECHANIC I | Department: Highway |
| Immediate Supervisor's Position Title: Highway Commissioner | FLSA Status/Pay Classification Code: Non-Exempt |
| Original Description Date: February 2006 | Revised Date: May 2018 |
| Oversight Committee: Highway Committee | Approved Date: |
| Approved by: Personnel Committee | Approved Date: HR - |

Job Summary:

The Highway Mechanic position is responsible for the construction and repair, overhauls and maintenance of all light and heavy duty related equipment contained in Highway Department. All work and duties are performed under the supervision of the Shop Foreman and the Vilas County Highway Commissioner.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs skilled work in the creating, fitting and assembling and disassembling of machines and equipment.
2. Keeps shop equipment in working order should an emergency occur or as the elements demand.
3. Performs snowplowing and various highway improvement/repair work as needed.
4. Performs minor welding and machine work.
5. Makes service calls when machinery breaks down while in service.
6. Maintains saws, generators, pumps, and small engines.
7. All other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

| | | |
|---|--|--|
| <input checked="" type="checkbox"/> High School Diploma or Equivalent | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A | Major Field of study or emphasis: Diesel Mechanic |
| <input checked="" type="checkbox"/> 2 Year College Degree | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A | |
| <input type="checkbox"/> 4 Year College Degree | <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A | |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A | |

B. Licensure/Certification:

| |
|--|
| <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A |
| Possession of valid Class B Wisconsin Commercial Driver's License upon hire with attainment of a Class A license with H, N and Air Brake Endorsements within six (6) months of hire date. An applicant's driving record for the five (5) years prior to date of hire will be reviewed. A revocation, suspension, or the accumulation of six (6) or more demerit points in that period may be grounds for disqualification. |

C. Required Work Experience:

| | |
|---|--|
| <input checked="" type="checkbox"/> In addition to Education/Licensure | <input type="checkbox"/> Instead of Education/Licensure |
| Up to one year of mechanical experience with light and heavy duty equipment. Experience in welding and metal fabrication is desirable. Must have a set of basic mechanical tools. | |

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Ability to read and interpret specialized drawing, sketches and diagrams.
- Ability to use shop mathematics, charts, tables and handbook formulas.
- Ability to perform high precision work with hand or power driven machine tools.
- Mechanical and welding aptitude for maintaining and servicing of light and heavy duty equipment.
- Knowledge of welding and other machine shop tools.
- Ability to exercise judgment to diagnose trouble tear down and determine necessary repair of equipment.
- Knowledgeable of necessary computer programs and operations.
- Ability to establish and maintain effective working and public relations.
- Ability to read, write, understand, follow and issue oral and written instructions; and the ability to keep neat, clear and accurate records.
- Ability to solve practical problems and deal with a variety of situations.
- Over 50% of the work is spent sitting, hearing, using far vision, and low handling. A lesser amount of time (35%) is spent standing, walking, feeling, talking, using near vision, low lifting up to 50 lbs., low pushing/pulling, and medium handling. Stopping, kneeling, crouching, climbing (using legs and feet), reaching, balancing, bending/twisting, medium/high lifting up to 100 lbs., low/medium carrying, medium pushing/pulling and low fingering is done to a lesser degree (10% of the time). In non-routine conditions (5% of the time), crawling, running, climbing (using legs and arms for support), very high lifting over 100 lbs., high/very high carrying, high/very high pushing/pulling, high handling and medium/high fingering are necessary.
- Over 80% of the work is performed inside. Working in extreme cold, extreme heat, noise, and experiencing dramatic shifts in falling temperature occurs 10% of the time. Hazards from fast moving vehicles, working inside, and dramatic shifts in rising temperature, humid conditions and vibrations occur 10% of the time. In unusual situations, wet conditions are present as well as many hazards – mechanical, electrical burs, and heights over 12 feet. Fumes, mist gases, odors, dust, poor ventilation and being in a physically confining area are also present in unusual situations.

SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

| Titles of Positions Supervised: | # of Employees: |
|--|------------------------|
| N/A | |

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

| | |
|-----------------------------------|--------------|
| Employee Signature: | Date: |
| Supervisor Signature: | Date: |
| Human Resources Signature: | Date: |

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.