

SHIAWASSEE COUNTY ROAD COMMISSION  
JOB DESCRIPTION

TITLE: SPECIALIZED MECHANIC

FLSA: Non-exempt

GENERAL SUMMARY:

Under the direction of the Equipment Superintendent, District Foreman, Superintendent of Operations / Trunkline Foreman or Managing Director, the Specialized Mechanic repairs equipment necessary in the operation of the Road Commission. This position requires considerable knowledge and experience of heavy equipment, trucks, pickups, and miscellaneous smaller equipment. This knowledge includes total maintenance repair abilities.

ESSENTIAL FUNCTIONS:

1. Performs normal maintenance on trucks, graders, loader, backhoes, pickups, and miscellaneous equipment.
2. Rebuilds equipment components such as engines, pumps, transmissions, etc.
3. Repairs electrical components such as short circuits, wiring, checking batteries, checking starter draw, etc.
4. Repairs hydraulic systems.
5. Replaces and repairs hoses, cylinders, valves, etc.
6. Welds and fabricates equipment parts.
7. Sandblasts and paints equipment.
8. Test drives all Road Commission vehicles and equipment.
9. Performs tire changes and minor tire repairs when necessary.
10. Fuels equipment when necessary.
11. Operate various types of vehicles or equipment during storms, etc.
12. Any and all other duties as directed.

MINIMUM REQUIREMENTS:

The following are required to enable job holders to perform the essential function of the job.

1. SKILLS/KNOWLEDGE:

- Must be able to complete an accurate daily Shiawassee County Road Commission time card, map, and work progress report.

2. JOB SPECIFICATIONS:

- A high school education, GED, or equivalent educational preparation.

## Specialized Mechanic

2

- A commercial drivers license (C.D.L.) class A with a 'N' endorsement as required by law and the Commercial Drivers' License Policy adopted on February 13, 1992.
- A forklift license.
- Must provide hand tools including: tool box end and open end wrenches, screw drivers, sockets, ratchets, punches, chisels, pliers, hammers, etc.
- Must have sufficient tools to perform normal maintenance of trucks, graders, loaders, backhoes, pickups and miscellaneous equipment.
- Must have ability to perform tire changes and minor repairs.
- Must have various certificates and/or certification as heavy equipment/truck mechanic.

This job cannot be adapted so that someone with difficulty reading or writing could fully meet job demands.

### 3. MINIMUM THREE YEARS EXPERIENCE AND/OR TRAINING IN THE FOLLOWING AREAS:

- Must have knowledge in rebuilding equipment components.
- Must have knowledge of electrical systems on equipment.
- Must have knowledge of hydraulic systems.
- Must have ability to cut, weld, braze and fabricate.
- Must have ability to sandblast and paint equipment.
- Must have knowledge of diesel engines.
- Must have knowledge of diesel engine exhaust after treatment systems.
- Must have knowledge of truck airbrake systems.

### 4. PHYSICAL REQUIREMENTS:

- Must be able to lift 100 pounds.
- Must be able to stand upright, walk, bend at the waist, and twist/rotate at the waist.
- Must be able to use hands and fingers to grasp/manipulate levers and steering wheel on a continual basis.
- Must be able to maintain balance while climbing in and out of equipment cabs at all times. Vehicles generally have 2 to 4 steps that elevates the operator to an estimated height of 6 to 7 feet.
- Must be able to sit and operate equipment for up to 4 hours without a break.
- Must be able to push with legs to greater than 50 pounds of force to operate foot controls on a continuous basis.

- Must be able to communicate verbally with co-workers and the public professionally.
- Must be able to read and understand shop repair orders/work orders.
- Must be able to coordinate use of hands and eyes in the repair of equipment.

5. VISUAL ACUITY, HEARING, SPEAKING:

- Must be able to ask questions of their supervisor, listen and follow directions.
- Must be able to communicate verbally with co-workers and the public courteously.
- Must be able to communicate verbally on the radio system and telephone in a courteous manner.

6. ENVIRONMENT AND SCHEDULING:

- Environmental conditions to include operating and/or repairing equipment under adverse weather conditions (i.e. extreme cold and heat); extremes of noise and vibrations; fumes and dust may be present while repairing, operating or near equipment; and wet and/or humid conditions especially when exposed to weather and extreme heat conditions.
- Hazardous conditions to include moving parts on equipment and machines; exposure to power and gas lines as well as other utilities; and traffic encountered while operating equipment and machines.

**NOTE:** The above description has been developed based on the guidelines as defined by the Americans with Disabilities Act (1990). Typical duties were identified through on-site analysis and confirmation from the employer. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.