

# Morgan County VACANCY ANNOUNCEMENT

**POSITION: FLEET MECHANIC – ENTRY LEVEL POSITION  
TEMPORARY POSITION**

**DEPARTMENT: FLEET**

## Application Requirements:

Please submit **FULLY COMPLETED** application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Fort Morgan Workforce Center  
411 Main Street, Suite 200  
Fort Morgan, CO 80701

**SALARY:** \$13.00/hour

**VACANCY CLOSING DATE:** Friday, May 19, 2017 at 4:00 p.m.

**APPROXIMATE STARTING DATE:** asap

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

## MORGAN COUNTY POSITION DESCRIPTION

**TITLE** Fleet Mechanic-Entry Level

**GRADE** 1

**DEPARTMENT** Fleet

**DIVISION** Maintenance & Trades

**EXEMPT/NON-EXEMPT** Non-Exempt

**REVISED** May 2017

### GENERAL STATEMENT OF DUTIES:

Performs skilled work in the diagnoses, repair and maintenance of diesel powered trucks, heavy equipment and other construction equipment: as well as other gas and diesel powered vehicles and equipment. Repair of virtually any part on diesel powered heavy equipment, trucks, construction equipment; gas powered vehicles and other equipment including mechanical, electrical and computerized components.

### SUPERVISION RECEIVED:

Reports directly to the Shop Supervisor and as required to his/her administrative superior and to the Board of County Commissioners.

### ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

- ◆ Examine equipment/vehicles to determine extent of malfunctions or damages.
- ◆ Operate and inspect equipment/vehicles, and test components and systems, using equipment such as computerized diagnostic scan tools, volt meters, multi-meters and gauges.
- ◆ Plan work procedures using computer software, technical manuals, charts and experience.
- ◆ Perform routine and scheduled maintenance services such as oil changes, lubrications, tune-ups, and annual inspections.
- ◆ Test and adjust repaired systems to meet manufacturers' performance specifications.
- ◆ Disassemble units and inspect parts for wear, using micrometers, calipers, and gauges.

- ◆ Overhaul or replace injection pumps, injectors, turbochargers, blowers, generators, distributors, starters, and pumps.
- ◆ Repair and service air conditioning, heating, and electrical systems
- ◆ Repair or replace EGR valves, evaporative canisters, sensors and other emissions components.
- ◆ Repair or replace parts such as pistons, rods, gears, valves, cylinder heads and bearings.
- ◆ Tear down, repair, and rebuild faulty assemblies such as power systems, steering systems, and linkages.
- ◆ Diagnose, repair or replace hydraulic systems including motors, pumps, valves, cylinders, lines and hoses.
- ◆ Repair cooling systems including cooler lines, hoses, pumps, and radiator leaks.
- ◆ Repair or replace manual and automatic transmissions.
- ◆ Repair or replace differential components including axles, gears, and bearings.
- ◆ Diagnose, repair or replace air system components including, compressors, tanks, valves, dryers and lines.
- ◆ Repair, replace and adjust brakes, hubs, shoes, drums, cams, rotors and calipers.
- ◆ Repair or replace shock absorbers, springs and other suspension components.
- ◆ Diagnose and repair or replace electrical issues including computers, circuit boards, sensors, relays, resistors, fuses, lights and wiring.
- ◆ Install and repair accessories such as radios, heaters, mirrors, windshield wipers.
- ◆ Performs tire related issues including repairing punctures, replacement, mounting and balancing, rotation and sensor calibration.
- ◆ Replace expendable items on ground engaging and work tools.
- ◆ Observes equipment/vehicles for preventive maintenance and repair needs and relays that information to superiors.
- ◆ Assists with equipment/vehicle mobilization from various locations, and performs emergency road service and/or retrieval.
- ◆ Assists other operations in a variety of duties.
- ◆ Performs other duties as assigned.

## ESSENTIAL JOB SKILLS:

- ◆ Knowledge and ability to carry out assigned repair and maintenance projects properly and efficiently.
- ◆ Ability to accurately diagnose electronic and mechanical defects and determine procedures, tools, parts and adjustments necessary to put equipment/vehicles into proper working condition.
- ◆ Ability to repair machines or systems using the needed tools.
- ◆ Determining the kind of tools and equipment needed to complete a specific task.
- ◆ Ability to install equipment, electronics, machines and wiring and get it operational according to its proper specifications.
- ◆ Ability to operate a personal computer and learn specific software programs that are utilized for the position.
- ◆ Ability to learn the safe and proper operation of various tools and equipment and follow those practices.
- ◆ Ability to maintain adequate records of repair and maintenance work completed.
- ◆ Ability to identify operational hazards and apply standard safety practices necessary in the assigned work area.
- ◆ Safe driving principles and practices and can operate a motor vehicle safely.
- ◆ Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- ◆ Communicate clearly and concisely, both verbally and in writing.
- ◆ Ability to establish and maintain effective working relationships.
- ◆ Physical strength and agility.

## OTHER JOB REQUIREMENTS

- ◆ Maintain a complete personal tool inventory necessary to perform duties.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire. (not required for temporary positions)

## EXPERIENCE:

- ◆ High school diploma or equivalent.

- ◆ One years of actual experience employed as a mechanic or a combination of vocational training in diesel and automotive mechanics and experience.
- ◆ Possession of a valid drivers license.

WORK ENVIRONMENT:

- ◆ Shop environment with occasional\* field work.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift a minimum of 100 pounds 3 times a day.
- ◆ MOBILITY – Frequently\* walks, stands, climbs, stoops, kneels, balances, reaches, crawls, and crouches while performing duties.
- ◆ DEXTERITY - Frequent\* use of eye, hand, and finger coordination enabling the use of hand tools and small equipment.
- ◆ COMMUNICATION - Individual must be able to clearly read and understand the English language and be understood while speaking the English language.
- ◆ DRIVING - Individual must be able to drive to off-site areas.

\*Occasionally: Activity exists less than 1/3 of the time.

\*Frequently : Activity exists between 1/3 and 2/3 of the time.

\*Constantly : Activity exists more than 2/3 of the time.

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Employee Signature:	Date:
Human Resources Signature:	Date: