

# TALLADEGA COUNTY COMMISSION



**POSITION:** CHIEF MECHANIC  
**DEPARTMENT:** Talladega County Highway Department  
**ENTRY LEVEL:** I / 1 (depending on qualifications)  
**FLSA:** Non-Exempt

## **ESSENTIAL DUTIES:**

Under the supervision of the Vehicle Maintenance/Inventory Specialist, performs the following duties:

- Complete repair and maintenance of County vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required; inspects, tests and repairs vehicle electrical charging systems such as alternators, regulators and batteries
- Performs service calls for stalled vehicles as needed
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use
- Installs specialized components to heavy equipment used in County operations; performs structural and equipment repair and maintenance and repair
- Completes fabrications on vehicles and designs and builds specialized items as requested; maintains records on maintenance activities
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems; responds to citizens questions and comments in a courteous and timely manner
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Other directly related duties consistent with the role and function of the classification

## **EDUCATION AND EXPERIENCE:**

- High school diploma or graduate equivalency diploma
- Minimum of ten years paid experience repairing and maintain heavy equipment and vehicles as well as small engine repair
- CDL issued by the State of Alabama

## **MINIMUM SKILLS AND ABILITIES:**

Must have the following:

- Thorough knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles and heavy equipment
- Thorough knowledge of principles, practices and operations of internal combustion engines, both gasoline and diesel
- Thorough knowledge of electronics and computer systems in automotive vehicles and equipment

- Thorough knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair
- Thorough knowledge of the servicing and repair of air brakes and systems; thorough knowledge of power steering and automotive air conditioning controls and systems
- Thorough knowledge of both manual and automatic transmission operations and repair
- Thorough knowledge of differential assembly repair and maintenance
- Thorough knowledge of repair methods of suspension systems
- Thorough knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations; thorough knowledge of gas and arc welding
- Skill in the use and maintenance of tools employed in all phases of vehicle and heavy equipment maintenance and repair
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repairs needed
- Ability to read and follow wiring and related diagrams
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Integrity, ingenuity and inventiveness in the performance of assigned tasks

### **SUPERVISORY CONTROLS:**

- This position occasionally has supervisory duties.
- This position receives supervision from the Vehicle Maintenance/Inventory Specialist which establishes objectives, priorities and deadlines. May also receive direction from the County Engineer and other designated staff.

### **WORK ENVIRONMENT:**

- The precise working environment and working conditions depend on the type of repair that must be performed on a vehicle or equipment. This work is performed in both indoor/shop and outdoor environments where temperatures range according to weather and may or may not have ideal ventilation.
- Routinely exposed to moderate noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and hot/cold or inclement weather
- Good safety practices in all conditions are mandatory. The nature of the work also means that mechanics will be handling greasy and dirty parts.

### **REQUIRED PHYSICAL ABILITIES:**

Must have the following physical abilities with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Sufficient vision or other powers of observation which permits the employee to monitor work conditions;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate motorized equipment
- Sufficient personal mobility and physical reflexes which permits the employee to have access to work sites throughout the County

**ADA COMPLIANCE:**

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**DRUG AND ALCOHOL COMPLIANCE:**

Talladega County is a “Drug-Free Workplace” and requires drug and alcohol tests including, but not limited to pre-employment screening for safety-sensitive positions in accordance with County policy. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job.