

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

MECHANIC I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform manual/mechanical work associated with routine service, preventive maintenance, and tire repair/replacement of automotive and mechanical equipment. Duties and responsibilities include pumping fuel, checking/replacing fluids, replacing filters, lubricating parts, removing and replacing tires, repairing/patching tires, assisting with mechanical/engine repairs, and operating equipment. Reports to Foreman.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs routine service, preventive maintenance, and tire repair/replacement of light/heavy equipment, vehicles, tractors, trailers, generators, mowers, or other automotive/mechanical machinery.

Performs routine and preventive maintenance on vehicles and equipment, which may include pumping fuel into vehicles, checking/replacing fluid levels, draining/replacing oil, changing/replacing filters, lubricating mechanical parts, greasing equipment, replacing belts/hoses, checking/replacing batteries, replacing parts, or flushing radiators.

Assists mechanics in performing mechanical repair, maintenance, and preventive maintenance work; assists mechanics in inspecting, testing, and/or repairing engine components and systems, such as steering systems, suspension systems, hydraulic systems, brake systems, drive train systems, engine cooling systems, fuel systems, charging systems, starting systems, inflatable restraint systems, heating/air conditioning systems, power windows, lighting systems, or horns.

Operates a variety of machinery, equipment, and tools associated with repairing, maintaining, and testing vehicles and equipment, which may include a service truck, various standard/emergency vehicles, various trucks and heavy equipment, vehicle lift, tire changer, battery charger, hydraulic jack, air compressor, pressure washer, generator, diagnostic instruments, or mechanic tools.

Tests vehicles, machinery, equipment, and parts for proper operations.

Makes emergency service calls for disabled vehicles/equipment at work sites or on the road.

Performs general cleaning/maintenance tasks necessary to keep tools/equipment in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, washing/cleaning vehicles and equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory of department equipment, parts, tires, tools, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement materials; picks up/delivers materials as needed.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports accidents and incidents.

Maintains vehicle/equipment service records, warranty records, or other documentation of work activities.

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Prepares or completes various forms, reports, correspondence, logs, work orders, mileage records, or other documents.

Receives various forms, reports, correspondence, work orders, receipts/packing slips, diagrams, service bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of new procedures, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs tire repair/replacement on vehicles/equipment, which may include raising equipment via hydraulic jack, unbolting and removing tires/wheels, removing tires from rims, inspecting tire casings and inner tubes for defects, repairing/replacing damaged tires, patching holes/punctures in tires, mounting tires, rotating tires, balancing tires, or checking air pressure level of tires as needed.

Transports, loads and unloads various equipment, parts, and materials used in projects.

Assists in operating heavy equipment as needed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 5 months previous experience and/or training involving automotive/mechanical maintenance, tire repair/replacement, and equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Operation of heavy equipment requires possession and maintenance of a valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

PHYSICAL DEMANDS ANALYSIS

1. **STANDING AND WALKING**

Estimated Total Hours: 4 Maximum Continuous Time: 6

2. **SITTING**

Estimated Total Hours: 4 Maximum Continuous Time: 6

3. **LIFTING/CARRYING**

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X	X			
11-25 lbs	X	X	X	X	
26-50 lbs					
51-75 lbs	X	X	X	X	
76-100 lbs					
>100 lbs					

4. **PUSHING/PULLING**

Height of hands above floor during push: 50 inches

5. **CLIMBING**

Tasks: Steps on pick up truck bed

Device: truck bed

Height: 48 inches

Frequency: 1 time a day

6. **BENDING/SQUATTING/KNEELING**

Frequency: Daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Left 15 inches		Daily off and on	15 pounds
21-36"				

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges		X
Vibration	X	
Fluorescent Lighting		X
Computer Monitor Screen Glare		X

Inside Building	<u>35</u> % of time
Outside	<u>65</u> % of time

9. OTHER JOB DEMANDS

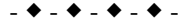
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Wrenches, service fuel truck, gas diesel, and grease

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date