

**RUSSELL COUNTY SANITATION DEPARTMENT
4133 SANDFORT RD
PHENIX CITY, AL 36870
(334) 291-3232**

Job Title: Mechanic

SUMMARY

Under the direction of the Russell County Sanitation, the Chief Mechanic oversees the repairs and maintenance of county vehicles and equipment.

DUTIES AND RESPONSIBILITIES

Work with fellow shop personnel in the maintenance and repair of all types of County vehicles, equipment and machinery;

Analyzes vehicle and equipment to determine the most cost effective method of repair;

Maintain complete and accurate records of all vehicle and equipment repairs, both written and computerized;

Coordinates with the Director, and Route Supervisor and others to determine priorities for equipment and vehicle repairs;

Assigns and coordinates the work of shop personnel according to determined priorities for vehicle and equipment maintenance and repairs;

Evaluate repair maintenance needs and determine the necessary parts and supplies required to complete the work, and follows purchase order procedures;

Provides needed information and training to personnel on the maintenance of County equipment and vehicles;

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;

Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;

Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

Performs other duties as assigned consistent with role and function of the position

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the hazards and safety precautions of the automotive and heavy equipment mechanics trade;

Knowledge of specific aspects of vehicle and equipment maintenance and repair procedures, to include knowledge of electronics and computer systems, hydraulics and hydraulic systems, air brakes and conventional brake systems, drive trail systems, steering systems, air conditioning controls and systems, electrical systems, manual and automatic transmissions, various types of gasoline and diesel engines and suspension systems (PREFERRED DIESEL).

Knowledge of county and department regulations, policies and procedures'

Knowledge of the use of computers and other office equipment;

Skill in proficient diagnosis, repair and maintenance of various types of vehicles and equipment.

Skill in the use of various job related tools, equipment and software necessary to perform duties;

Skill in communicating to mechanics in order to train and instruct properly; skill in communicating to non-mechanics to determine problems and needs and provide explanations and feedback in a manner that it is well understood;

Ability to provide effective leadership, motivation, and supervision to subordinate and related support personnel;

Ability to efficiently interpret manuals and reports relating to the maintenance and repair of vehicles and related equipment;

Ability to efficiently and accurately perform basic mathematical computations as required;

Ability to work outdoors in physically demanding conditions;

Ability to perform a wide variety of duties and responsibilities related to fleet maintenance with accuracy and speed under the pressure of time-sensitive deadlines;

REQUIRED QUALIFICATIONS AND EXPERIENCE

Must have a valid high school diploma;

Must have a valid driver's license;

Diesel Certification (Preferred)

Minimum three (3) years' experience in the maintenance and repair of vehicle and heavy equipment or equivalent training/education so that required knowledge, skills and abilities are met (Preferred). Must include supervisory experience of other qualified mechanics.

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.

Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor equipment and vehicles.

Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with the maintenance and repair of vehicles and equipment.

Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the county.

SPECIAL REQUIREMENTS

Comply with all Russell County policies and procedures. Perform any other duties not listed above as directed by the County Commission or the Sanitation Department.

The job description is not all inclusive and is intended to identify the primary areas of responsibility and requirements of the position. It should be understood that duties may be altered, changed, re-assigned, or omitted based on current needs.

Safety Sensitive Position

Ability of lift, sit, stand, bend, crouching or stooping. Must be able to frequently lift light and heavy objects.

**** Employee receives paid insurance, paid holidays and retirement *****

Work Hours- 8:00 – 5:00 - Monday thru Friday

Salary Range - \$ 35,000 - \$ 42,000