

## **JOB DESCRIPTION**

**JOB TITLE:** MECHANIC  
**EMPLOYER:** WEXFORD COUNTY ROAD COMMISSION (EOE)  
**ADDRESS:** 85 W M-115, BOON, MI 49618  
**SUPERVISOR:** FLEET & FACILITIES MANAGER

### **POSITION SUMMARY:**

Under the general supervision of the Fleet & Facilities Manager, Essential duties and responsibilities include, but are not limited to, servicing, troubleshoot and repairing diesel and gas engines, transmission, clutch, and differential removal and replacement, and a basic understanding of computer-controlled systems.

### **EXAMPLES OF DUTIES AND REQUIREMENTS:**

General Maintenance of all fleet vehicles and equipment including but not limited to, changing oil and filters, check all fluid levels, grease, and visually inspect for defects while documenting issues found. Repair or change tires, belts, heater hoses, hydraulic hoses, and cylinders. Adjust and replace brakes on heavy and light duty vehicles.

Check all items on the service checklist and either repair them or write them down to be repaired.

Knowledge of using a computer to diagnose and trouble shoot ABS, check engine lights and after-treatment issues (Background in Eaton Service Ranger, Cummins Insite and DDDL is a plus but will train the right candidate).

Ability to use a torch and welder(s) for repairs on all equipment effectively and safely as well as knowing how to use different welding processes including but not limited to Mig, SMAW (stick), Brazing and soldering.

A general knowledge of fabrication and different types of materials used in the fabrication process is desirable.

A working knowledge of gasoline and diesel engines and be able to diagnose and perform necessary repairs.

The ability to diagnose and repair electrical problems on 12 & 24V systems as well as having a working knowledge of them.

Diagnose and repair hydraulic system issues along with being able to identify hydraulic fittings, build and replace hydraulic hoses and have a working knowledge of hydraulic systems.

Must be able to diagnose and repair drivetrain and suspension problems.

Make road service calls at all times of the day and any weather conditions if need be.

Must be able to record accurate records of time and parts for each project.

May be required to drive truck on an occasional basis.

Must be detail oriented and maintain a clean work environment.

Other duties as assigned.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS:**

Must have and maintain a clean driving record and current medical card.

Current Class A CDL (manual transmission), with airbrakes OR the ability to acquire it within a specified time frame.

Communication skills are a must to inform supervisor of defects or issues with projects and also while helping other technicians complete assigned tasks.

Must be willing to work long hours during the winter months, willing to work on holidays, weekends and after hours for service calls.

Ability to pass a drug test. Employees are subject to random drug testing.

Must have toolbox with adequate tools to perform all service jobs and other light-duty repairs.

Ability to lift heavy objects, bend, kneel, crouch, and stand on a concrete floor.

Ability to use a vehicle in performing duties of the job.

Ability to climb into and out of vehicles and equipment safely.

**DESIRABLE QUALIFICATIONS:**

High school diploma, GED, or equivalent educational preparation.

3-5 years on the job training is desirable but not required.

Heavy Duty State of Michigan Master Certifications are a plus but not required.

Doubles and Tanker endorsements are a plus but not required. May be required to complete these at a later date.