

**GRIMES COUNTY HUMAN RESOURCE DEPARTMENT**  
**P.O. BOX 230**  
**ANDERSON, TEXAS 77830**  
**(936)873-4401**  
**INTERNAL/EXTERNAL COUNTY OPENING**

**JOB TITLE:** Full –Time Road & Bridge Mechanic  
**DEPARTMENT:** Road & Bridge  
**GRADE:** 6  
**DATE POSTED:** December 19, 2017  
**CLOSING DATE:** Until Filled

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEFINITION:** To perform preventive maintenance activities such as checking fluid levels, filling fluid levels, changing blades, belts. Also performs mechanical activities such as adjusting and or replacing brakes, clutches, rear ends, air conditioning, hydraulic activities, electrical analysis and repair, tire repair and replacement and other maintenance activities.

**SUPERVISION RECEIVED:**

Receives general supervision from the County Engineer (or Road Administrator), General Foreman or assigned supervisor.

**RESPONSIBILITIES AND DUTIES:** Important responsibilities and duties may include, *but not limited to, the following:*

- 1.) Perform skilled mechanic duties involving repairs to gasoline and diesel powered automotive, heavy and light construction and other power-driven equipment.
- 2.) Inspect, diagnose and locate mechanical difficulties on a variety of gasoline and diesel powered maintenance and construction equipment.
- 3.) Diagnose, maintain and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries; diagnose, maintain, repair and recondition hydraulic systems.
- 4.) Repair and adjust engines, transmissions, differentials and clutches; tune up engines by replacing engine parts, reconditioning and adjusting carburetors, throttle body and port fuel injection and propane fuel systems.
- 5.) Repair and replace components including generators, distributors, relays, lights, switches and high voltage light; repair, adjust and replace brakes systems, including wheel and master cylinders, disc pads, machine drums and rotors, hydraulic and air brakes along with tire repairs.
- 6.) Fabricate and assemble parts and equipment for county heavy equipment; fabricate, modify and repair body and chassis parts.
- 7.) Maintain and repair shop equipment.
- 8.) Correctly complete daily worksheet and fuel reports including mileage and or hours.
- 9.) Conduct safety checks on all county equipment.

**Other Important Responsibilities and Duties:**

- 1.) Repair chain saws, pressure washers, etc.
- 2.) Assist in the purchasing of equipment maintenance parts and materials.
- 3.) Maintain work and time records.
- 4.) Perform other duties as assigned.
- 5.) Keep shop, parts room and shop truck neat and clean, inside and out.

**QUALIFICATIONS:**

**Knowledge of:**

1. Tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel powered equipment.
2. Procedures of preventative maintenance related to automotive and heavy and light construction equipment.
3. Principles and procedures of hydraulic systems.
4. Operational and repair characteristics of a wide variety of automotive, light and heavy equipment used in county government.
5. Operation and care of internal combustion engines and hydraulic equipment.

6. Methods materials, equipment and tools used in routine welding and fabrication work.
7. Safe work practices.

Ability to:

- 1.) Perform equipment mechanic work including diagnosing, troubleshooting, fabricating and repairing equipment involving gasoline and diesel powered automotive, heavy or light construction.
- 2.) Operate a variety of mechanical equipment in a safe and effective manner.
- 3.) Work independently in the absence of supervision.
- 4.) Accurately determine mechanical repair needs.
- 5.) Use a variety of equipment maintenance tools and equipment.
- 6.) Maintain a variety of shop and repair records.
- 7.) Read and understand various manuals and schematics.
- 8.) Understand and follow oral and written instructions.
- 9.) Establish and maintain effective working relationships with supervisors, co-workers and the public.
- 10.) Have and maintain commercial operator's license.
- 11.) Lift as required

**SALARY RANGE:** To Be Determined

INTERESTED EMPLOYEE CANDIDATES SHOULD COMPLETE THE GRIMES COUNTY APPLICATION AND RETURN TO THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL. THOSE CANDIDATES WHO RECEIVE APPROVAL SHOULD CONTACT THE HUMAN RESOURCE DIRECTOR, LUCY POPE TO OBTAIN FURTHER INFORMATION.

Human Resource Director

Lucy Pope

Date

12/19/17