

# JOB DESCRIPTION

**Date Updated**  
10/17/2017

**Position Title**  
Shop Mechanic

**Department**  
Highway

**Supervisor**  
Highway Superintendent or  
Road Foreman

**EEO**  
6042

**Regular** (X)  
**Temporary** ( )

**Full-time** (X)  
**Part-time** ( )

**Exempt** ( )  
**Non-exempt** (X)

**Number of hours per week**  
40

**Work hours**  
Flex Schedule (Daylight Savings Time  
(DST): four (4) 10-hour days; Non-DST:  
five (5) 8-hour days)

**Shift**  
Monday - Friday

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## Purpose

This position is responsible for managing a central service equipment maintenance and repair shop servicing and maintaining units in all shops. Operates highway equipment as needed.

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## Essential Functions

1. Perform and maintain preventive maintenance inspections, tune-ups and general maintenance on all equipment and accessories, including gas and diesel engines, hydraulics, electrical components, brakes, tires, etc. to ensure efficient operation of County vehicles and heavy equipment.
2. Perform major repairs and/or overhauls on major components, such as gasoline or diesel engines, transmissions and differentials.
3. Make emergency repairs to machines in the field so that major road and bridge maintenance operations under way can be continued.
4. Perform both minor and major repairs using Oxy-Acetylene and Electronic Arc welding, both wire and stick, in all positions.
5. Establishes priorities and reviews work for proper completion.
6. Inventory control of parts and accessories used in the shop.
7. Responsible for the maintenance and repair of buildings and upkeep of yards as the central service shop.
8. Operates a variety of heavy equipment and vehicles and uses a variety of tools and equipment in the support of the maintenance and construction of County highways and the maintenance of County bridges, equipment, vehicles, and buildings.
9. Responsible for maintenance of shop building and grounds and general housekeeping in shop and yards.
10. Perform other duties as assigned by the Road Foreman or Highway Superintendent.

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## Marginal Functions

1. Provides backup to all highway positions as needed.

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## Knowledge, Skills, and Abilities Required

1. Must be knowledgeable in reading maps, drawings, blueprints, safety rules, instructions in the use and maintenance of construction equipment; writing reports with proper format, punctuation, spelling, and grammar, using all parts of speech; speaking with poise voice control and confidence, using correct English and well-modulated voice.
2. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
3. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
4. Knowledge of the processes, procedures, and methods needed to perform duties associated with claims analysis and requiring considerable specialized knowledge, skills and abilities generally acquired and developed through formal education, training, and/or relevant work experience in duties very similar in type and complexity.

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**Education and Experience Required**

1. A high school diploma or equivalent.
2. Experience in the operation and routine maintenance of construction equipment such as a motor grader, scraper, dozer, heavy snow plow, semi-tractor/trailer etc.
3. Five years of directly related work experience, or the equivalent in a combination of experience and education.
4. A North Dakota Class A License with tanker endorsement.

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**Working Conditions and Physical Demands**

On a frequent to regular basis this job requires: Standing - remaining on ones feet in an upright position. Walking-moving about on foot. Climbing - ascending or descending ladders, stairs, using the feet and legs and/or hands and arms. Stooping - bending the body downward by bending the spine at the waist. Stooping-bending the body downward by bending the spine at the waist. Lifting-raising or lowering objects up to 50 pounds from one level to another (including upward pulling). Reaching, handling, fingering, twisting, grasping, sitting, speaking, seeing and hearing. Occasionally required to carry, push, pull, crawl, turn, kneel and crouch. This job is required to operate/control office equipment including PC, software, printer, calculator, fax, telephone, copier, and motor vehicle. Overall the fundamental job duties require physical exertion which is most characterized by: Medium work or lifting up to 50 pounds. Physical demand requirements are in excess of those for sedentary work. On an occasional to frequent basis, is required to drive/operate motor grader, scraper, dozer, trencher, boom crane, end loader, heavy snow plow, semi-tractor/trailer etc... The normal work schedule for this position is weekdays during daylight hours, however, special occasion or conditions may require extra hours and time worked on weekends or holidays.

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**Other Assignments**

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

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I have reviewed and determined that this job description accurately reflects the position.

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Supervisor/Department Head

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Date

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Chairperson,  
Board of County Commissioners

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Date

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Employee

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Date