



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:**                    **Mechanic**

**LOCATION:**                            Highway Department

**HIRING RANGE:**                    \$26.25 - \$29.21/Hr.

**STATUS:**                            Full time

**HOURS PER WEEK:**                40

**WORK HOURS:**                    7:00 am – 3:00 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:**                    **Mechanic**

**DEPARTMENT:**                    Highway

**PAY BASIS:**                        Hourly

**PURPOSE AND SUMMARY:**

Repairs and maintains the Winnebago County vehicle and equipment fleet.

**ESSENTIAL FUNCTIONS:**

1. Performs repairs on all equipment systems, including electrical, mechanical, hydraulic, air, cooling, water and computer systems, in a cost-effective manner.
2. Performs welding, cutting, brazing and fabricating.
3. Operates and maintains facility tools and diagnostic equipment.

**ADDITIONAL ESSENTIAL DUTIES:**

1. Provides support to the county staff by maintaining equipment to a safe and dependable standard.

2. Assists the road crews at times with mechanical and fabrication type repairs on the road system.
3. Performs monthly testing and general maintenance to the facilities and fuel system.
4. Trains staff on proper equipment use and daily maintenance practices.
5. Performs building maintenance and scheduled system testing.
6. Operates a variety of county equipment and machinery.
7. Repairs equipment using diagnostic programs and following troubleshooting charts.
8. Accesses and maintain electronic and written repair files along with repair orders.
9. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Highway Equipment Superintendent.
2. Works with mechanics and management in a team style environment.
3. Works with outside departments as needed.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Formal training in auto/diesel mechanics with a diploma or certificate of completion or equivalent work experience.
2. A minimum of two years' work experience performing equipment repairs preferred.
3. Current valid Wisconsin Class A commercial drivers' license with tanker endorsement. Applicant could be considered without but would be required to obtain within 6 months of hire date.
4. ASE certifications preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of mechanical systems involving engines, cooling systems, hydraulic systems, electrical systems and computer systems on a large variety of vehicles and equipment.
2. Knowledge of computer repair programs and the ability to access repair information online and in paper manuals.
3. Ability to work with minimal supervision and make decisions on general repairs.
4. Willingness to report to work on an as-needed basis for emergency repairs and fleet support during non-scheduled hours.
5. Must have all the general tools needed to repair equipment in a fleet style shop.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a standing or prone position for long periods of time.
2. Ability to work outside during adverse weather conditions.
3. Ability to perform heavy manual labor involving frequent bending, stooping and climbing.