

Mechanic/Shop Technician

DEFINITION

Under general supervision, job entails inspecting, maintaining and repairing automotive vehicles and equipment. Obtain quotes, order parts; perform a variety of office assistance assignments; data entry. Responsible for receiving merchandise and inventorying items received. Maintain stocking and storage of goods; maintain inventory records and related functions. To do related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent in this class diagnose a variety of mechanical problems and performs minor adjustments and repair work on both automotive vehicles and equipment. The ability to identify problems quickly, a good knowledge of vehicles, ability to learn new technology and repair service procedures and specifications and should be able to operate electronic diagnostic equipment.

Requires good communication skills, background experience in purchasing, inventory control and warehousing functions is needed. Computer proficiency is a must. Good reading and mathematical skills, ability to manage time efficiently and effectively, good skills for interacting and coordinating work within the organization.

REPORTS TO

Equipment Maintenance Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

MECHANIC/SHOP TECHNICIAN – 2

EXAMPLES OF DUTIES

- Perform maintenance and repair work on a wide variety of automotive vehicles and equipment.
- May assist with and receive training on heavy equipment and other specialized mechanical work.
- Pick up and deliver supplies.
- Repair tires and tubes.
- Assists mechanics with locating and ordering parts for aspects of maintenance and repair of automotive and construction equipment.
- Variety of research functions and use of word processing, spreadsheets and CFA Software.
- Prepares reports, order supplies and materials needed.
- Assists with maintaining work orders and a variety of office files and records.
- Coordinates with suppliers for the receiving of supplies, validating the documents and reports in accord with the unloaded merchandise, making note of any discrepancies and reporting to the supervising authorities.
- Managing all the stock records and inventory lists, prepare reports of inventory balances; picks up and delivers supplies.
- Serves as office assistant answering the telephone, providing information and referring calls to others.
- Implements shop safety practices and procedures.
- Discusses work progress with supervisor and attend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel and crouch; physical ability to lift and carry objects weighing up to 50 pounds unassisted; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of equipment including hand and power tools, electrical testing equipment, computer, telephone, calculator, copier and fax.

TYPICAL WORKING CONDITIONS

Work is performed in an office and shop environment; occasionally works outside; exposure to smoke, gasses and fumes; exposure to hazards such as moving equipment, machine parts and electrical current; continuous contact with staff.

MECHANIC/SHOP TECHNICIAN – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, materials, tools, and equipment used in testing, adjustment and repair of automotive and minor equipment.
- Shop management methods and procedures..
- Principles and methods used in a program of preventative maintenance.
- Establishment and maintenance of filing and information retrieval systems.
- Safe work practices.
- Purchasing methods and procedures.
- Receiving methods and procedures.
- Inventory methods and procedures.
- Personal computers and software applications related to vehicle and equipment parts ordering and record keeping.

Ability to:

- Perform, test, adjust and repair automotive and minor equipment.
- Read shop and repair manuals.
- Understand and follow oral and written directions.
- Inspect and accurately diagnose mechanical defects.
- Skillfully use a variety of hand and power tools.
- Use a personal computer and appropriate software for record keeping functions, parts ordering and reports.
- Exercise significant responsibility in the development, maintenance and control of the department inventory and stock on hand.
- Efficiently respond to inquiries and provide assistance to other County staff and vendors.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least two (2) years of mechanical work experience performing a variety of tasks, proficient computer ability and customer relations, retail and/or merchandising.

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Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.