

SCHOOLCRAFT COUNTY ROAD COMMISSION
JOB DESCRIPTION

TITLE: Mechanic

GENERAL SUMMARY:

Under the general direction of the Shop Foreman, performs tasks associated with equipment maintenance, repairs, and rebuilds along with assisting in building and grounds maintenance.

EXAMPLES OF TYPICAL DUTIES:

- Follow Shop Foreman daily orders.
- Obtain Shop Foreman permission to alter daily orders.
- Inform Shop Foreman of expensive repairs required.
- Follow preventative maintenance schedule as assigned.
- Manage time effectively.
- Complete daily timecards and charge out parts in kiosk.
- Complete COVID daily screenings.
- Follow all safety regulations as pertained to task.
- Attend out of town conferences as deemed necessary.
- Must have own tools to perform mechanical work.

GENERAL SUMMARY:

The foregoing describes the Mechanic duties in general and should not be construed as a complete list of all assigned duties and responsibilities. The successful applicant shall be expected to exercise considerable independent judgment in successfully completing work assignments.

ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS:

The mechanic position is generally within the maintenance shop and mechanic duties will often encounter adverse conditions where strenuous effort is required, and the following physical requirements must be met.

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| Mobility: | Able to walk extended distances and climb ladders or steps to access equipment and facilities. |
| Agility: | Able to lift, push, or pull objects weighing upwards of 80 pounds, and to operate equipment. |
| Vision: | Able to read and comprehend instructions, directions, and other documents. |

Hearing/Speech: Able to communicate orally with telephone or radio, and to receive and communicate information to employees and the public professionally.

Other: Able to tolerate, be exposed to and work in extreme temperatures and weather conditions.

QUALIFICATIONS:

- Ability to deal with people effectively and courteously.
- Ability to formulate accurate, written documents.
- Ability to prioritize tasks.
- Computer knowledge.
- Willingness to work extended hours, as necessary.
- State certified mechanic.
- Maintain a valid Michigan Class B Commercial Driver's License (CDL), together with any endorsements deemed necessary by the Employer and as required by state or federal law or able to obtain within 60 days of hire.
- May be subject to random MDOT drug/alcohol testing as required by state or federal law.

Preference will be given for experience in heavy equipment mechanics/master mechanic.

EMPLOYMENT STATUS:

This full-time position is covered by union contract.

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Mechanic

X

Managing Director