

Wilson County, Tennessee Classification Specification

CLASSIFICATION TITLE:	WEMA MECHANIC
FLSA STATUS:	NON-EXEMPT

Purpose of Classification

The purpose of this classification is to perform manual/mechanical work associated with routine service, preventive maintenance, and tire repair/replacement of automotive and mechanical equipment. Duties and responsibilities include pumping fuel, checking/replacing fluids, replacing filters, lubricating parts, removing and replacing tires, repairing/patching tires, assisting with mechanical/engine repairs, and operating equipment. Reports to Lead Mechanic.

Essential Functions

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Performs routine service, preventive maintenance, and tire repair/replacement of light/heavy equipment, vehicles, ambulance, fire engines, rescue vehicles, tractors, trailers, generators, mowers, or other automotive/mechanical machinery.
- Performs routine and preventive maintenance on vehicles and equipment, which may include pumping fuel into vehicles, checking/replacing fluid levels, draining/replacing oil, changing/replacing filters, lubricating mechanical parts, greasing equipment, replacing belts/hoses, checking/replacing batteries, replacing parts, or flushing radiators.
- Assists in performing mechanical repair, maintenance, and preventive maintenance work; assists in inspecting, testing, and/or repairing engine components and systems, such as steering systems, suspension systems, hydraulic systems, brake systems, drive train systems, engine cooling systems, fuel systems, charging systems, starting systems, inflatable restraint systems, heating/air conditioning systems, power windows, lighting systems, or horns.
- Maintain all necessary equipment and ensure engines, ambulances, rescue vehicles, brush trucks, and other vehicles and equipment are properly tested per manufacturer recommendations and meet all required standards.
- Operates a variety of machinery, equipment, and tools associated with repairing, maintaining, and testing vehicles and equipment, which may include a service truck, various standard/emergency vehicles, various trucks and heavy equipment, vehicle lift, tire changer, battery charger, hydraulic jack, air compressor, pressure washer, generator, diagnostic instruments, or mechanic tools.
- Tests vehicles, machinery, equipment, and parts for proper operation, rebuilds bodies, maintain and repair hose nozzles, generator sets, chain saws, and portable pumps.
- Makes emergency service calls for disabled vehicles/equipment at work sites or on the road.

- Performs general cleaning/maintenance tasks necessary to keep tools/equipment in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, washing/cleaning vehicles and equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports accidents and incidents.
- Maintains vehicle/equipment service records, warranty records, or other documentation of work activities.
- Prepares or completes various forms, reports, correspondence, logs, work orders, mileage records, or other documents.
- Receives various forms, reports, correspondence, work orders, receipts/packing slips, diagrams, service bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains an awareness of new procedures, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.
- Must be able to express ideas and technical information clearly and concisely.
- Must be able to establish and maintain the confidence of employees in the quality of repairs and maintenance of life-saving equipment.
- Must be able to diagnose vehicle and equipment defects and to complete repairs in an efficient, effective manner.
- Requires good computer skills.
- Must be able to complete acetylene, arc and mig welds with proficiency.
- Safety sensitive position subject to pre-employment, post-accident, reasonable suspicion and random drug screens
- Automotive Service Excellence (ASE) or Emergency Vehicle Technician (EVT) certification or higher is preferred.

Additional Functions

Performs repair/replacement on vehicles/equipment, which may include raising equipment via hydraulic jack, unbolting and removing tires/wheels, removing tires from rims, inspecting tire casings and inner tubes for defects, repairing/replacing damaged tires, patching holes/punctures in tires, mounting tires, rotating tires, balancing tires, or checking air pressure level of tires as needed.

Assists in operating heavy equipment as needed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Minimum Qualifications

- High school diploma or GED.
- At least 6 months previous experience and/or training involving automotive/mechanical maintenance, tire repair/replacement, and equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must be at least 21 years of age.
- Must possess and maintain a valid Tennessee driver's license with an F endorsement; Commercial Driver's License preferred.
- Must have extensive knowledge of the practices, methods, tools, and materials used in the maintenance of fire equipment, ambulances, and other related vehicles.
- Must have knowledge of the operating principles of gasoline and diesel engines.
- Must have knowledge of occupational hazards and safety precautions pertinent to equipment repair work.
- Must have skill in the use and care of tools, equipment, and materials used in maintenance and repair work.
- Must have skill in diagnoses and assessment of complex mechanical, hydraulic and electronic systems.

Performance Aptitudes

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

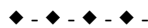
Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA Compliance/Physical Demands Analysis

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.



Wilson County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date