

# KENDALL COUNTY CLASS SPECIFICATION

## FLEET MECHANIC I

**Department:** Road & Bridge

**Report to:** Service Writer

**Salary Committee Reviewed:** 08/15/2023

**FLSA:** Non-exempt

**Work Status:** Full-time

**EEO Category:** Service Maintenance

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### GENERAL SUMMARY

Under general supervision of the Service Writer, the purpose of the position is to ensure proper maintenance and repair of County vehicles and equipment for efficient and safe use. Employees in this classification are responsible for mechanical work on vehicles and equipment.

### ESSENTIAL FUNCTIONS

Maintains and repairs County vehicles and equipment for the Sheriff's office patrol fleet; diagnoses mechanical problems on small engines; works on and installs various mechanical parts on small engines; completes parts runs as needed.

Conducts on-site maintenance such as oil changes.

Maintains cleanliness of shop; maintains inventory of necessary materials and supplies.

Assists other mechanics as needed.

Completes required paperwork such as completing work order documents.

Performs other duties and/or projects assigned.

### EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by two years of previous experience or trade school or technical training that includes equipment and vehicle maintenance and repair including fueling and lubrication.

### LICENSES AND CERTIFICATIONS

Must possess valid driver's license. Must possess or obtain AC Recovery certification, motor vehicle inspector's license, and ICS 100 and 700 certifications.

### KNOWLEDGE, SKILLS AND ABILITIES

#### Knowledge of:

- Maintenance and repair of vehicles and equipment and various systems associated with each.
- Vehicle inspections and equipment inspections for safe operation.

- Various tools and computer equipment used to diagnose vehicle and equipment problems.
- English usage and grammar.

**Ability to:**

- Utilize various advisory and design data and information such as maintenance manuals and vehicle and equipment design and repair manuals.
- Communicate verbally and in writing to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with public and work crews.
- Use shop tools, lifts, jacks, forklifts and specialty repair and maintenance tools.
- Operate a motor vehicle and heavy equipment.
- Exert heavy physical effort involving objects and materials of 50 pounds to 100 pounds.
- Work outdoors in all types of inclement weather.
- Work in conditions exposed to fumes and airborne particles; mechanical hazards, vibration and noise.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.

**Equal Opportunity**

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation, because of a condition or status protected by law, should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.