

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Mechanic Foreman
DEPARTMENT: Public Works
DIVISION: Roads
REPORTS TO: Chief Mechanic
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

This position supervises vehicle and equipment mechanics in the performance of maintenance and repair of various Roads Division fleet in addition to other County Department fleet vehicles and/or equipment. This position is a working supervisor within the County Roads Division, under supervision of the Chief Mechanic.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Assign tasks and jobs to mechanics; provide leadership, training and mentorship.
- Plan and schedule the repair and maintenance of vehicles and equipment and ensure necessary parts are available to complete the job.
- Ensure repair orders are issued and properly completed in software system.
- Procures parts and materials as needed or directed.
- Ensure proper documentation and submission of invoices in accordance with purchasing procedures and policy.
- Troubleshoot mechanical issues and provide direction and instructions to improve methods.
- Dispatch mechanics to off sight locations, as needed for service calls.
- Enforce work and safety rules.
- Maintain a clean, safe mechanic shop.
- Maintain daily DOT maintenance records.
- Assist with vehicle and equipment repairs as needed.
- Ensure adequate supply of fuel, oil, grease and coordinates deliveries.
- Knowledge of the operation of and care for heavy duty trucks and highway maintenance and construction equipment, traffic regulations and practices & safe operating limits of the equipment.
- Maintain Safety Data Sheets for chemicals onsite.
- Complete required inspections of fire extinguishers in equipment, eye wash station, first aid and Automated External Defibrillator (AED).
- Perform administrative duties as needed, such as telephone coverage.
- Other duties may be assigned.

QUALIFICATIONS:

This position requires knowledge and experience in operating and caring for various types of trucks and heavy equipment/machines utilized by the Roads Department. This position requires equipment maintenance and repair skills. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- High school diploma or equivalent.
- Minimum of five (5) years' experience working in a heavy equipment, automotive and/or truck repair facility.
- Supervisory experience preferred.

Knowledge, Skills, and Abilities:

- This position requires English language skills sufficient to read and understand manuals and communicate effectively with supervisors and co-workers.
- Written communication skills are necessary to complete equipment maintenance reports.
- This position requires the ability to add, subtract, multiply, and divide. The ability is needed to perform these calculations with units of distance, volume, weight and other units applicable to road or equipment maintenance duties.
- Ability to use Microsoft Office products including Word, Outlook and Excel.
- Demonstrated problem-solving skills.
- Demonstrated experience in heavy equipment, vehicle repairs and maintenance.

Certificates and Licenses:

- Valid Commercial Driver's License (CDL) with tanker endorsement.
- Certified training in the operation of various heavy-duty equipment including front end loads, dump trucks, tri-axels and flatbeds for movement on the grounds.
- Maryland Approved Flagger Certification.
- Certification as Automotive Service Excellence (ASE), mechanic/diesel mechanic or similar certification preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In performing the duties of this position, it will be required to listen and communicate with supervisors and co-workers. This position requires the ability to be on your feet for long periods of time. Walking, climbing, carrying bending, kneeling, crawling, reaching, handling, pushing, and pulling are required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be in sufficiently good health to perform manual labor & tasks requiring physical strength and be able to lift & carry a 75 lb. object.
- Outside conditions will vary widely depending upon weather conditions. Weather conditions encountered will be extreme heat, cold, snow, ice, rain, wet/humid, dry/dusty, wind, sunshine, and various odors. Work tasks may be performed in close proximity to moving equipment, vehicles and parts with times of noisy conditions.
- Electrical hazards are present with this position. This position also requires limited time in an office for required paperwork and meetings.

SPECIAL REQUIREMENTS:

Employees in this classification are subject to on-call 24 hours a day and will be required to maintain a telephone and to provide the County Roads Department with a telephone number where they can be reached. Employees in this classification are subject to substance abuse testing in accordance with Transportation Code of Maryland Regulations 11.02.11, testing for Illegal Use of Drugs.