



Job Description

Job Title: Mechanic II
Location: Central Shop
Reports To: Building and Mechanical Operations Manager
FLSA Status: Full-time/Nonexempt (Hourly)
Starting Wage: \$23.06 - \$26.82, commensurate with experience

PURPOSE. To maintain and repair vehicles and equipment which are used in all areas of the preserves to satisfactory working order. The job requires fabrication skills, advanced troubleshooting, and facilitating general mechanical repairs. Also assists with ordering parts.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Ensures that all fleet vehicles and equipment are maintained in compliance with I.D.O.T. and Federal D.O.T. standards.
- Completes repairs and maintenance on equipment as assigned.
- Troubleshoots and performs diagnostic repairs using electronic test equipment.
- Maintains parts inventory; places orders for parts with vendors as needed.
- Welds and fabricates items as needed.
- Recovers, loads, and transports vehicles and equipment for repairs as needed.
- Ensures that the shop facility and individual work spaces are kept clean and organized regularly.
- Maintains appropriate set of personal job related tools.
- Maintains a current working knowledge of diagnostic and test equipment through continual training.
- Ensures that all communications are answered and responded to in a timely manner.
- Completes all reports and work orders in a timely manner.
- Maintains a working knowledge and adheres to all risk management and safety programs and procedures.
- Must be able to work additional hours and a flexible schedule when needed.
- Maintains regular attendance and punctuality.
- Completes all other duties as requested.

KNOWLEDGE, SKILLS and ABILITIES REQUIRED FOR THE ROLE. Must have a professional working knowledge of auto and truck maintenance, including gasoline and diesel engine repair. Must have working knowledge of diagnostic and test equipment. Must have welding and fabrication skills. Must have excellent people and communication skills.

QUALIFICATIONS. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have Class A CDL license.

EDUCATION and/or EXPERIENCE. Associate's degree (A.A., A.S.) or two-year technical school certificate required plus 5 years of related experience and/or training, or equivalent combination of education and experience.

LANGUAGE SKILLS. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and groups of customers or employees of organization.

MATHEMATICAL SKILLS. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to identify and deal with problems involving several concrete variables in standardized situations.

MACHINES, TOOLS and EQUIPMENT. Must be able to operate: wrenches, screwdrivers, hammers, pliers, sockets, pneumatic tools, floor and bottle jacks, torches, volt/amp/OHM meters, pressure gauges, drills, and various other hand tools, etc. Must have working knowledge of and be able to use various types of electronic diagnostic equipment, analyzers, and test equipment which are universally being utilized in the industry.

PHYSICAL DEMANDS. 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.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to walk, sit, climb or balance, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive a vehicle.

WORK ENVIRONMENT. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, risk of electrical shock, and vibration. The employee is frequently exposed to high, precarious places or small confined spaces; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions, including heat, cold, wet, and slippery. The noise level in the work environment is usually loud.