

Van Buren County Road Commission

Job Description

Title:	General Mechanic	Effective Date: February 3, 2026
FLSA Classification:	Non-Exempt	
Department:	Operations-Fleet	
Pay Grade:	Union Agreement Pay Scale	

Job Summary

The General Mechanic performs routine shop tasks related to lubrication, inspection, and basic preventative maintenance on Road Commission fleet equipment. Work involves servicing vehicles and equipment to maintain proper operating conditions and supporting normal shop operations as assigned.

Supervisory Structure

Reports to the Fleet and Facilities Supervisor or their designee.

Essential Duties/Responsibilities

- Perform routine preventative maintenance including oil changes, lubrication, filter replacements, and fluid checks across the fleet
- Remove and install components such as fan belts, alternators, batteries, cylinders, and brakes
- Conduct daily pre-trip and post-trip vehicle/equipment inspections and complete all required documentation
- Perform periodic general inspections to identify wear, damage, or safety concerns before they become critical failures
- Maintain cleanliness and organization of the shop area, including tool storage, parts inventory, wash bay, and workstations
- Operate and transport fleet vehicles and equipment as needed for repairs, relocations, or temporary duty assignments
- Support overall fleet readiness by flagging maintenance needs and coordinating with the Fleet and Facilities Superintendent
- Assist with the maintenance of all Road Commission facilities
- Perform other duties as assigned

Qualifications and Experience

- High school diploma, GED, or equivalent.
- Minimum of one year of experience performing basic equipment or vehicle preventative maintenance.
- Ability to communicate courteously and effectively with coworkers and the public.
- Able to work independently and as part of a team.
- Willing and available to be on call and work extended hours as needed.

Special Requirements

- Possession of a valid CDL Class B license, or the ability to obtain one within six (6) months of hire at the employee's expense.
- Employee must provide their own basic toolbox and tools as specified on the employer-provided required tools list.

Physical Requirements

- **Physical Mobility:** Ability to stand and/or sit for extended periods, move over uneven terrain, and navigate tight spaces around equipment. Ability to perform work in extreme or unpleasant environmental conditions.
- **Vision:** Ability to read instructions, directions, and similar written information in letters, memos, forms, and other documents. Ability to visually inspect equipment and vehicles to identify damage or mechanical issues.
- **Hearing/Speaking:** Ability to converse orally via telephone, radio, and personally to receive and communicate information to employees and the public. Ability to hear and interpret warning sounds from equipment and vehicles.
- **Agility/Movement:** Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 80 lbs. Ability to bend, kneel, crouch, and reach in order to perform maintenance tasks on various equipment and vehicles.

Compensation & Hours

- Starting Pay: \$23.75/hour
- Cert. Premiums: +\$0.50/hour for each qualifying MI or ASE certification
- Competency Pay: +\$0.00–\$7.52/hour
- Schedule: 40 hrs/week + overtime
 - May–Oct: Mon–Thu, 6:00 am–4:30 pm
 - Oct–May: Mon–Fri, 7:00 am–3:30 pm

Benefits & Allowances

- Insurance: Health (HRA/HSA), dental, and vision at hire; employer pays MI Hard Cap at minimum.
- Retirement: Defined Benefit Pension (1.7 multiplier) + optional 5% contribution.
- Leave: 7 hrs/month vacation after 1 month; 72 ESTA/sick hrs/year; 12 holidays.
- Wellness: Up to \$110/month incentive.
- Allowances: \$300 boot/clothing; up to \$1,080 tools/ \$75 prescription safety glasses
- Union: Optional.

Disclaimer

This job description does not constitute an employment agreement between the Road Commission and employee and is subject to change by the Road Commission as its needs and requirements of the position change.