

Van Buren County Road Commission

Job Description

Title Heavy Equipment Mechanic

Date March 21, 2019
Revised June 1, 2021

General Summary

Principal duties include the mechanical repair of the various units of equipment comprising the Road Commission's fleet.

Supervision - Reports to the Shop Group Leader, Operations Director, or their designee.

Essential Duties - The duties stated are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

Diagnose and repair Road Commission equipment and vehicles.

Provide maintenance of Road Commission equipment and vehicles.

General shop maintenance.

Utilize the Road Commission's computer system to track the usage of time, equipment, parts, lubricants, and other materials.

May be required to perform the duties of driving when moving or repairing vehicles and/or equipment, or as temporarily assigned.

Perform daily vehicle / equipment inspections (pre-trip and post-trip), and complete any and all related reports.

Ensure the cleanliness of your vehicle or equipment by removing any garbage, loose papers and objects, or anything other than secured issued equipment, such as first aid kit, triangles, fire extinguisher and emergency tool kit.

Other duties as assigned.

Minimum Qualifications -

High school education, GED or equivalent education and three to five years of experience as a mechanic or educational equivalent. Ability to communicate with the public, supervisor, and co-workers courteously and effectively. Ability to work independently as well as with other employees. Available to be on call and work extended hours.

Special Requirements -

This position requires a CDL Class B License as well as your own toolbox, containing:

- Deep Well Socket Set (both chrome and impact)
- Shallow Well Socket Set (both chrome and impact)
- Metric Sockets and Wrench Set
- 1/4" Drive Socket Set

- 1/4 to 3/4 Socket Set w/ 3/8" Drive
- 3/8 to 1-1/4 Socket Set w/ 1/2" Drive
- Standard Swivel Socket Set (7/16" to 3/4")
- Pry Bars
- Air Blow Gun
- 1/2" Impact with Sockets from 7/16 to 1-1/2 (air and/or electric)
- Ball-Peen Hammers (12 oz. to 3 lbs.)
- Regular Screw Driver Set
- Phillips Screw Driver Set
- Pliers and Vice Grips Set
- Slip Joint Pliers
- Snap Ring Pliers (inside and outside design)
- 12-Volt and 24-Volt Test Lights
- Small Torch (for soldering)
- Wire Stripper (capable of crimping)
- Open End and Box Wrench Sets (1/4 to 1-1/4)
- Straight and Angle Die Grinders
- Crescent Wrench Set
- Wire Cutters and/or Dykes
- Tape Measure
- Standard Tap and Die Set (6/32 to 5/8, varying thread pitch)
- Metric Tap and Die Set (3 mm to 12 mm, varying thread pitch)
- Hack Saw
- Torque Wrench (30-150 ft. lbs.)
- Assorted Punches and Chisels
- Utility Knife
- Nut Drivers
- Allen Wrenches and Easy Outs
- Wire Brush
- Gasket Scrapers
- Assorted Picks
- Machinist Square
- Straight Edge
- Pipe Wrenches (8" to 18")

Road Commission Tools, Equipment, and/or Materials Used -

A mechanic must be skilled in diesel mechanics as well as general vehicle maintenance operations. Equipment and tools shall include, but not limited to diagnostic equipment, truck lifts, inline oilers, mechanic tools, and the vehicle wash bay.

Physical Demands -

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| Physical Mobility: | Ability to stand and/or sit for extended periods, and move over uneven terrain. Ability to perform work in extreme or unpleasant conditions. |
| Vision: | Ability to read instructions, directions and similar written information in schematics, letters, memos, forms and other documents. |
| Hearing/Speaking: | Ability to converse orally via telephone, radio and personally to receive and communicate information to employees and the public. |
| Agility/Movement: | Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 80 lbs. |

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 job change.