

GILLESPIE COUNTY
Job Posting Announcement

Posting Date: 8.23.2022

Closing Date: Until filled



Department: County Mechanic Department

Position/Class Title: Mechanic Technician

Supervisor: Senior Mechanic

Pay Grade: 15

Rate: Starting \$19.37 per hour

Employment Status: Non-Exempt

GENERAL DESCRIPTION

Under the direction of the Mechanic Supervisor, this position performs advanced-level mechanical, electrical and preventative maintenance on gasoline, propane and diesel-powered automotive engines and heavy-duty off-road construction equipment. This position will inspect, troubleshoot and repair cars, trucks, tractors, mowers and heavy equipment or any other equipment as may be identified by the supervisor.

ESSENTIAL JOB DUTIES

Essential duties/functions, under the supervision of the Mechanic Supervisor may include, but are not limited to the following:

1. Perform simple to complex computerized diagnostic testing/evaluations using any appropriate equipment to diagnose and repair vehicles and equipment.
2. Inspect, troubleshoot and repair all vehicles and vehicular related equipment assigned to the precincts and other county departments.
3. Test equipment for safe and efficient operation.
4. Make road calls and either repair equipment in the field or transport equipment safely to the repair facility.
5. Order required parts and supplies for assigned projects / tasks and pick up from vendors.
6. Perform tune-ups, transmission servicing, brake repair, electrical repair, welding and fabrication work, front-end repair, alignment and A/C or heater repair on county vehicles.
7. Repair / rebuild engines, transmissions, hydraulic systems, brake systems.
8. Perform body work as needed.
9. Perform any other duties as may be assigned by the Mechanic Supervisor.

SKILLS, AND ABILITIES

- Skilled in the use of hand tools, power tools, cutting torches, welders, or any other necessary equipment associated with job requirements.
- Safely use all equipment on a daily basis and perform all duties in a safe working environment in accordance with County safety programs and work rules.
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Perform strenuous manual labor and lift moderately heavy objects (over 50 pounds).
- Read and understand maintenance manuals and wiring schematics.
- Establish and maintain effective working relationships with co-workers and other County employees as necessitated by work assignments.

- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.

MINIMUM REQUIREMENTS / QUALIFICATIONS

- High School Diploma or equivalent.
- Prefer four to five years' experience as a full-time mechanic or combination of training/experience.
- Must be at least 18 years of age.
- Possession of, or ability to obtain, a valid Texas Class A Commercial Driver's License within 90 days of employment. Important: Retention of position is contingent upon obtaining and maintaining required licenses.
- Must pass post job offer physical and alcohol/drug test.
- Consent to and pass criminal background check.

Application Information:

An Application must be completed for each position. No résumés accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: jdoss@gillespiecounty.org

or mail to:

Gillespie County

101 W. Main St., Mail unit #11

Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.