

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

06/19/2018

MAINTENANCE MECHANIC

The Human Resources Department is accepting applications for a Maintenance Mechanic in the Public Works Department in Jackson, NC.

The individual in this position is responsible for the operations of the garage which is engaged in repairing and servicing a variety of vehicles and equipment; ordering and tracking the central fueling system. Work involves performing maintenance, repair and overhaul of engines, disassembling engines and reassembling them.

Requirements: Must be able to perform very heavy work and possess the visual acuity to operate machines and to read, prepare, and use computer and manual records. Must possess a valid North Carolina driver's license.

Education: Graduation from high school, supplemented by technical automotive maintenance and repair training. Considerable experience in diagnostic of engines.

See complete job description online

Please submit a Northampton County Application for Employment

Deadline to apply/postmark: July 12, 2018

Salary Grade 65; Normal Hiring Range: \$30,838 – \$32,400

Apply at Northampton County Human Resources
107 Thomas Bragg Drive
or mail application to: HR Dept., PO Box 367, Jackson NC 27845

SUBMIT A NORTHAMPTON COUNTY APPLICATION

Available @ www.northamptonnc.com

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES
ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.
NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL CANDIDATES WILL BE SUBJECT
TO BACKGROUND CHECKS/DRUG TESTING AS A CONDITION OF EMPLOYMENT.

MAINTENANCE MECHANIC

General Statement of Duties

Performs skilled technical work in scheduling, and repair of a variety of automotive, light truck, electrical generators, and specialized equipment in the County's central garage and fueling operations.

Distinguishing Features of the Class

An employee in this class is responsible for the operations of the garage which is engaged in repairing and servicing a variety of vehicles and equipment; ordering and tracking the central fueling system. Work involves performing maintenance, repair and overhaul of engines, disassembling engines and reassembling them. Repair and replacement of engine accessories, transmissions, fuel ignitions, electrical and cooling systems, universal joints and hydraulic units, steering mechanisms and other controls, installation and replacement of tires, and maintenance of vehicle emission control systems. The employee is subject to hazards associated with mechanical repairs including working in both hazards associated with mechanical repairs including working in both inside and outside environments and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dust, mists, gases, and oils. Work is performed independently. The position is accountable to the Public Works Director.

Duties and Responsibilities

Essential Duties and Tasks

- Performs vehicle repair and fleet maintenance operation of the County;
- Conducts North Carolina Safety inspections of vehicles and equipment;
- Obtains costs for contract repairs and provides recommendations;
- Monitors maintenance schedules and schedules service/repair work;
- Performs work in accordance with the appropriate safety procedures and policies and enforces their use;
- Orders, tracks, and charges vehicle fuel cost to respective departments;
- Responsible for inventory of equipment and supplies;
- Maintain safe working conditions and adhere to occupational health and safety regulations.
- Maintains and installs all electrical components, such as directional lights, safety warning lights, starting and charging systems, etc., on all types of vehicles.
- Change tires and balance wheels.
- Completes all necessary documentation in a neat and timely manner.
- Secures purchase orders for supplies and parts according to County guidelines.

Additional Job Duties

Performs related duties as assigned and required by the Public Works Director.

Knowledge, Skills, and Abilities

- Thorough knowledge of the techniques, principles, equipment and tools related to the repair and maintenance of automotive, construction and specialty equipment and related terminology.
- Diagnose and determine engine and other operating defects, make repairs to engines, transmissions, differentials, chassis parts and electrical, fuel, ignition, cooling, steering hydraulic and air system including proper testing.
- Ability to operate required tools in a safe and responsible manner.
- Time management skills.
- Working knowledge of the availability and procurement of parts and supplies.
- Working knowledge of the County's budgeting, purchasing, and personnel policies and procedures.
- Ability to prepare accurate and complete work orders, requisitions, and other related documents.
- Ability to establish and maintain effective working relationships with co-workers and vendors.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, fingering, grasping, feeling, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or 50 pounds of force frequently; and/or 20 pounds of force constantly to move objects.
- Must possess the visual ability to operate machines and equipment including close inspection of moving small parts, using measurement devices, assembly, and fabrication of parts, and to read, prepare, and use computer for NC State inspection records.

Desirable Education and Experience

Graduation from high school, supplemented by technical automotive maintenance and repair training. Considerable experience in diagnostic of engines.

Special Requirements

Possession of a valid North Carolina driver's license and the ability to obtain a North Carolina class C driver's license.