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Job Title	R&B Mechanic II	Job Code	Job Grade
Reports to		Position #	FLSA Code
Department		Location Code	SIC Code
Division		CS Code	EEO Code

Summary of Functions:

Performs intermediate-level motor vehicle maintenance and repair work. Work involves repairing or replacing worn or broken parts; performing preventive maintenance activities; and servicing motor vehicle equipment and related gasoline, diesel, or alternative fuel engine-powered equipment. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Performs all work in compliance with established work schedules, methods and safety procedures and practices. May provide guidance and assistance to lesser skilled mechanics. Work is performed in a shop or in a field environment via mobile service truck.

Distinguishing Characteristics:

This is the second in a series of three equipment mechanic-related job classifications within this job family. This classification is distinguished by the maintenance and repair work on heavy motor vehicles and equipment and by the experience. This classification may require a flexible work schedule in order to meet the needs of the department.

Management Scope: N/A

Duties and Responsibilities

% of Time

Essential / Non-Essential

1. Services, inspects, diagnoses, and repairs heavy motor vehicles and equipment in accordance with preventive maintenance schedules or unscheduled repair work, such as tune-ups, basic and extensive brake jobs, rear end, front end, fuel system, electrical systems, ignition system, engine overhaul, tire repair and mounting, hydraulic systems, rebuilding carburetors, starters, and engines.
2. Conducts quality control checks and tests. Test drives heavy motor vehicles and equipment. Makes recommendations to lead worker or foreman on how to proceed with repairs.
3. Maintains records of repairs made, work orders, parts used, and time worked with little or zero errors.
4. Researches, locates, and completes purchase requests for parts orders with a high degree of accuracy.

5. Assists and learns how to repair drive trains, including engine overhauls, transmission rebuilds, and clutch replacements.
6. Assists and learns how to repair and maintain vehicle air conditioning units and cooling systems, including radiators, compressors, water pumps, thermostats, belts, etc.
7. Assists and learns how to troubleshoot and repair vehicle ignition and electrical systems, including wiring, solenoid relays, alternators, etc.
8. Performs new heavy motor vehicle and equipment make-ready.
9. Maintains a safe work area and environment.
10. Performs other job-related duties as assigned.

Minimum Qualifications

Education, Experience and Training:

Graduation from an accredited high school or GED Program. Four (4) years of work related experience;

OR;

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Must possess and maintain a valid class A or B CDL with an acceptable driving history.

Requires Texas vehicle inspector license.

Requires FEMA NICS 100, 200, 700 and 800 certifications.

Preferred:

- * Welding experience.
- * Automotive Service Excellence (ASE) Certification.
- * Three (3) years of diesel engine experience, training, or Certification.

Knowledge, Skills & Abilities:

Knowledge of:

- * Methods, equipment, materials and tools used in repairing heavy motor vehicles and equipment.
- * Federal, State, Local and County applicable laws, rules, regulations, guidelines; and, applicable automotive/equipment standards and procedures.
- * Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- * Using and caring for equipment, tools, and materials.
- * Applying proper and applicable safety practices, procedures and regulations.
- * Working with others, including on a team.
- * Explaining complicated problems in simple non-technical language.
- * Calculating estimates of time, labor and quantities of materials needed.
- * Diagnosing problem to repair or replace.
- * Both verbal and written communication.

Ability to:

- * Diagnose problems and determine appropriate service or repair.
- * Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- * Maintain accurate records.
- * Work efficiently, both independently and as part of a team.
- * Reason and make judgments and decisions.
- * Manage time well, perform multiple tasks and organize diverse activities.
- * Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.
- * Demonstrate regular and reliable attendance.

Physical/Environmental Requirements and Other Information:

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals, and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, tools, or machinery, indoors/outdoors in all types of weather (excessive heat and cold). Requires the use of Personal Protective Equipment as required by job circumstances.

(YOUR COUNTY NAME) employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.