

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Mechanic/Sr. Equipment Operator
Department: Roads & Bridges, Pct. 4
Reports To: Precinct Foreman & Precinct Superintendent
Salary: \$18.6774/hr. - \$23.8125/hr., (dependent on qualifications)
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Checks that all equipment to be used each day is started, serviced and in working condition; makes minor repairs in order to get equipment on the job; drives to job sites to change flats, make minor repairs during working hours; inspects all vehicles and equipment at regular intervals to assure safe and efficient operation; performs recommended preventive maintenance procedures; routine maintenance on automotive equipment includes changing oil, lubrication, tune-ups, replacing hoses and batteries; services and repairs both gasoline and diesel engines, electrical systems, transmissions, carburetors, hydraulic systems and brakes; does welding to repair and fabricate parts; prepares cost estimates of repairs; confers with Foreman and/or Superintendent; orders parts; confers with Operators and Drivers regarding problems with malfunctioning equipment; determines what is necessary to restore proper operation; keeps inventory of parts, tires, tubes, oil, lubricants and fluids; puts signs out; drives trucks and trailer to pick up equipment at job site. Upon receiving assignments, estimates and gathers materials and equipment necessary to complete the work; leads, directs and participates in all work performed by the crew; troubleshoots problems; inspects roads while en route to and from job site and reports problems to the Foreman and Superintendent; trains crew members on the use of equipment; operates light and heavy equipment and performs various manual tasks; assists during emergency situations (floods, hurricanes, accidents, etc.). Regular and predictable attendance is an essential function of this position.

Other Job Functions: Does body work and paints equipment as necessary; picks up parts when they come in if necessary; requests replacement supplies as needed; drives and operates all equipment as needed; performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED

Hand and power tools necessary for repair and maintenance of vehicles, mechanical equipment and machinery; welding equipment; 5-ton lift to pick up heavy parts in shop; floor lift to service pickup trucks; front end loader to load trucks or heavy parts; truck and trailer to pick up equipment on road; must have working knowledge of maintenance, repair and operation of road work equipment used by the precinct, including GradAll, road grader, rollers, maintainer, oil distributor, spreader box, sheep foot, backhoe, front-end loader, bush hog, cement mixer, tractors, pickup truck, dump truck, water truck, oil truck, mowers, trailers.

MINIMUM JOB QUALIFICATIONS

Education & Experience: High school diploma or equivalent; minimum five (5) years' experience in roadway maintenance work or related field. Related technical training may be substituted for experience on a year per year basis.

Specialized Requirements: Texas Commercial Drivers License; must have own set of tools.

Knowledge, Skills & Abilities: Verbal and written communication skills; ability to read and understand technical repair and installation manuals; math calculation skills; problem solving skills; ability to interact and cooperate with co-workers. Must have some working knowledge of personal computers. Must have working knowledge of maintenance, repair and operation of road work equipment used by the precinct, including: GradAll, road grader, rollers, maintainer, oil distributor, spreader box, sheep foot, backhoe, front-end loader, bush hog, cement mixer, tractors, pick up truck, dump truck, water truck, oil truck, mowers, and trailers.

WORK SITUATIONS/DEMANDS/EFFORT

Job duties require organizing; attention to detail; flexibility in order to perform a variety of duties and assist with or coordinate several tasks; driving a vehicle; operating machinery; operating heavy road equipment in order to check service problems.

WORKING CONDITIONS

Work is performed primarily in an open shop area; employee also works outside and is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment; physical hazards from moving machinery, equipment with moving parts and traffic; adverse atmospheric conditions from dust, fumes and chemicals.

PHYSICAL REQUIREMENTS

Job duties require heavy work; may move automotive or equipment parts, materials, and other objects weighing up to 100 lbs. by lifting, carrying, pushing and/or pulling; frequent walking and standing is required. Duties require appropriate safety precautions.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.