

POST FALLS HIGHWAY DISTRICT

Job Description



Department	Mechanic
Location	5629 E Seltice Way, Post Falls ID
Reports to	Director, Deputy Director, Crew Foreman
Type of Position	Full time

GENERAL DESCRIPTION

This 40-hour per week position performs journey-level maintenance, repair and overhaul of gasoline and/or diesel powered vehicles, equipment and related hydraulic, electrical and electronic component systems; fabricate, install and retrofit related ancillary devices; operating the Highway District's heavy equipment for snow removal and hauling materials as needed and other duties as assigned.

WORK EXPERIENCE REQUIREMENTS

- Good knowledge of: safety precautions and procedures relating to mechanical equipment and repair shops; the use, care, and disposal of hazardous automotive material and waste. Experience: diagnosing and repairing gasoline and/or diesel automotive and construction type equipment; using mechanics' tools and related specialized equipment to perform maintenance, repair and overhaul of engines and related drive train, electrical, and hydraulic systems; preparing records and reports; diagnosing and repairing electronic and computer controlled motor vehicle systems; reading and interpreting technical service manuals.
- Valid Class A CDL including appropriate endorsements.
- Pass pre-employment drug screen and criminal background check.
- Validate work status for the I-9 Immigration document.

JOB FUNCTIONS

1. Mechanics:
 - Diagnoses mechanical, electrical, electronic, and hydraulic problems in vehicles and equipment
 - Estimates costs of repairs, labor, and parts
 - Repairs, overhauls, and rebuilds gasoline and/or diesel engines, power trains, chassis, power plants and related mechanical and hydraulic systems
 - Troubleshoots, designs, fabricates, and installs electronic controls, hydraulic systems, and electrical circuits
 - Removes, repairs, or rebuilds component parts such as starters, alternators, generators, and carburetors
 - Diagnoses and repairs heating, cooling, and emission systems
 - Performs preventive maintenance
 - Makes front-end repairs by replacing steering and suspension parts and aligning
 - Uses specialized devices such as electronic analyzers, scopes, pressure gauges, micrometers, and calipers
 - Operates equipment such as lathes, hydraulic and mechanical presses
 - Rebuilds, repairs, or services air-conditioning systems, small gasoline engines, power saws and mowers and other motorized equipment
 - May operate equipment such as welders and cutting torches, constructs or fabricates mechanical parts and tools, welds equipment and parts, fabricates devices
 - Cleans and maintains equipment and shop area
 - May repair damaged bodies and frames, paint vehicles and install windshields and window glass
 - Trains others in the overhaul, repair, and maintenance of vehicles and equipment
 - Performs inspections and operates vehicles and equipment to evaluate capabilities, repair work accomplished, and compliance with safety regulations
2. Records and Reports:
 - Prepares records of repairs, costs, and time involved
 - Prepares specifications and requisitions for parts and equipment
 - Maintains inventory of supplies, parts, and materials
 - May operate a computer for recordkeeping
 - May prepare inspection reports for federal compliance
3. Additional Duties – not limited to the following:
 - Snow removal and anti-icing applications
 - Traffic Control (Certification will be provided if candidate is not already)
 - Equipment and facility maintenance
 - Other duties as directed

SUPPLEMENTAL INFORMATION:

- Incumbents work around heavy equipment, toxic fumes, gasoline, diesel fuel and solvents. This position requires incumbents furnish their own hand tools, work irregular schedules and be on-call. Field repairs are made in all weather conditions. Incumbents may be required to obtain certifications such as in welding, mobile air conditioning, air brake mechanics, emissions, or other areas determined necessary by the District. These positions involve performing strenuous work and lifting and carrying objects weighing approximately 80 pounds and hearing and eyesight acuity to detect engine noises, read gauges, and detect metal fractures.
- Winter Hours 6:00 am to 2:30 pm, Mon-Fri; Summer Hours 6:00 am to 4:30 pm., Mon-Thurs
- Prompt arrival, 30-minute lunch.

EDUCATION AND TRAINING

- Training provided by District to personnel including first aid/CPR, flagger certification, SEEP certification, and job related training to earn federal Road Scholar and Road Masters Certifications.

PAY AND BENEFITS

- Starts at up to \$40.00 per hour DOE. Sick leave, vacation, and paid holidays. Benefits provided by the District are medical, dental, life insurances, retirement (with required employee contribution), HRA/VEBA contribution. Certain safety clothing and equipment is provided.

ADA REQUIREMENTS

Post Falls Highway District is Title VI and EEO compliant.