

POST FALLS HIGHWAY DISTRICT

Job Description: **Shop Mechanic**



Department	Shop Mechanic
Location	5629 E Seltice Way, Post Falls ID 83854
Reports to	Director of Highways, Deputy Director, Crew Foreman
Type of Position	Full Time

GENERAL DESCRIPTION

Shop Mechanic at 40-hours per week performing journey-level maintenance, repair and overhaul of diesel and/or gasoline-powered vehicles, equipment and related hydraulic, electrical and electronic component systems. Fabricate, install and retrofit related ancillary devices; operate Post Falls Highway District's heavy equipment for snow removal and hauling materials as needed. Other duties as assigned.

WORK EXPERIENCE REQUIREMENTS

- Good knowledge of safety precautions and procedures related to mechanical equipment and repair shops; including the use, care, and disposal of hazardous automotive material and waste. Experience required for 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 screening and criminal background check.
- Validate work status for Form I-9, Employment Eligibility Verification.

JOB FUNCTIONS

1. Mechanics:

- Diagnose mechanical, electrical, electronic, and hydraulic problems in vehicles and equipment
- Estimate costs of repairs, labor, and parts
- Repair, overhaul, and rebuild gasoline and/or diesel engines, power trains, chassis, power plants and related mechanical and hydraulic systems
- Troubleshoot, design, fabricate, and install electronic controls, hydraulic systems, and electrical circuits
- Remove, repair, or rebuild component parts such as starters, alternators, generators, and carburetors
- Diagnose and repair heating, cooling, and emission systems
- Perform preventive maintenance
- Make front-end repairs by replacing steering and suspension parts and aligning
- Use specialized devices such as electronic analyzers, scopes, pressure gauges, micrometers, and calipers
- Operate equipment such as lathes, hydraulic and mechanical presses
- Rebuild, repair, 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, weld equipment and parts, fabricate devices
- Clean and maintain equipment and shop area
- 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 in compliance with safety regulations

2. Records and Reporting:

- Prepare records of repairs, costs, and time involved
- Prepare specifications and requisitions for parts and equipment
- Maintain 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 certified)
- Equipment and facility maintenance
- Other duties as directed

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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 Post Falls Highway District. These positions involve performing strenuous work and lifting and carrying objects weighing approximately eighty (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, Monday - Friday; Summer Hours 6:00 am to 4:30 pm, Monday – Thursday.
- Prompt arrival, 30-minute lunch break.

EDUCATION AND TRAINING

- Training provided by Post Falls Highway District to personnel including First Aid/CPR, flagger certification, SEEP certification, and job-related training to earn Idaho state Road Scholar and Road Masters Certifications.

PAY AND BENEFITS

- Starting pay up to \$40.00 per hour DOE. Paid sick leave, annual leave, and holidays. Benefits provided by the Post Falls Highway District currently include medical, dental, life insurance, retirement (with required employee contribution), and HRA/VEBA contribution. Certain safety clothing and equipment are provided.

ADA REQUIREMENTS

Post Falls Highway District is Title VI and EEO compliant.