

**PLEASE POST FOR ALL APPLICANTS TO READ  
MACON-BIBB COUNTY GOVERNMENT**

<b>POST DATES: 11/19/14 to Until Filled</b>	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE: HE Mechanic (Non-Certified)</b>		
<b>JOB CLASS (GRADE): 113</b>	<b>HOURLY RATE: \$13.27</b>	
<b>WORK WEEK: MON-FRI</b>	<b>WORK HOURS: 8:30 a.m.-5:30 p.m.</b>	
<b>DEPARTMENT: Vehicle and Equipment Maintenance</b>		
<b>DEPT. HEAD: Sam Hugley</b>		
<input checked="" type="checkbox"/> <b>REPLACEMENT</b> <input type="checkbox"/> <b>NEW REQUIREMENT</b> <i>(Must show proof of Class A or B License with no air brake restrictions)</i>		

**PURPOSE OF CLASS:**

Under close supervision, performs semi-skilled to skilled level work in the maintenance of heavy trucks and on/off road equipment, as pertains to the Vehicle Maintenance Department. Responsibilities include inspecting, adjusting, repairing and maintaining heavy trucks (3/4 ton and above), on/off road equipment (tractors, bulldozers, etc.), grass cutting machinery; and other related heavy vehicles. Assignments are received from a supervisor and work is reviewed through reports, final inspections and results achieved.

**PRIMARY JOB DUTIES:**

Priority 1: Weight: 50%	Adjusts, repair or replace: valves, carburetors, timing, linkages, clutch, fuel injector systems, hydraulic systems (pumps, valves and lines), compressors, tracks, air brake systems or other brakes, emission system and other adjustments related to heavy vehicles.
Priority 2: Weight: 10%	Servicing: changing and replacing oils, lubrication of chassis, packing bearings, changing hydraulic fluids and checking differential level.
Priority 3: Weight: 10%	Inspections of heavy vehicles for safety: checking and adjusting lights, brakes, horn, steering, emission control, tires and other safety checks.
Priority 4: Weight: 5%	Overhauls: all types of brake systems, hydraulic systems, engines (gasoline and diesel), transmissions, front-ends, rear-ends, and other major repairs.
Priority 5: Weight: 10%	Removes and replaces: exhaust systems, shocks, stabilizers, brake shoes, bushings, gaskets, spark plugs, condensers, cables, wires, bulbs and other devices.

Priority 6: Weight: 5%	Services or fixes: heaters, minor electrical repairs and other systems on heavy equipment.
Priority 7: Weight: 5%	Tests devices by use of instruments, road test and mechanical equipment test devices.
Priority 8: Weight: 5%	Keeps shop in order.

**SECONDARY JOB DUTIES:**

- Completes special projects and performs other miscellaneous duties as required.

**EQUIPMENT OPERATED:**

Appropriate mechanics tools and equipment, personal computer, fax machine, copy machine, typewriter, calculator, adding machine, and other assigned equipment.

**REPORTING RELATIONSHIP:**

This position reports to the Shop Supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles, materials, techniques, terminology and tools of the trade.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Basic working knowledge of personal computers and the ability to operate word processing and database software programs to keep simple records, as appropriate.
- Ability to diagnose defects in heavy equipment and related vehicles.
- Ability to understand and follow written and oral instructions.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.
- Skill in the use of the tools, machinery and related equipment of the trade.

**DESIRABLE EDUCATION AND EXPERIENCE:**

Completion of high school diploma or equivalent G.E.D. is preferred, and

Minimum of two (2) years experience in heavy equipment or related vehicle repair, or

Any equivalent combination of education and experience acceptable to the appointing authority.

**WORK CONDITIONS:**

**C**=Constant (65-100% of day)

**F**=Frequent (33-65% of day)

**O**=Occasional (up to 33% of day)

**N**=Never

**I**=Infrequently (not done daily)

**I** Operates various office equipment

**C** Adverse, hazardous or unpleasant conditions

**C** Operates motorized vehicles

**C** Requires physical activities such as bending, stooping, climbing and crawling

**C** Utilizes hand tools & maintenance equipment

**C** Requires standing and walking

**C** Requires visual and hearing ability

**Lifts or Carries:**

C 10 lbs or less

C 11 - 25 lbs

C 26 - 50 lbs

C 51 - 75 lbs

C 76 - 100 lbs

C 100 lbs +

**NECESSARY SPECIAL REQUIREMENTS:**

Must be able to furnish own tools.

Must possess a valid Class B Commercial Drivers License with no air brake restrictions.

Requirements may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified to perform the essential duties of the job.

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If you feel you qualify for the above position, you may obtain a Position Opening Application at the Human Resources Department. Once completed, the application should be returned to the Human Resources Department. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***