

Bell County, Texas

**Job Description: 521
July 2001**

Job Title: Mechanic I R&B

Department: Road and Bridge
Immediate Supervisor Supervisor

Brief Description of the Job: Performs minor preventive maintenance and repair functions on County Equipment.

Essential Functions:

	*	**
1. Performs preventive maintenance functions by replacing lube and filters, inspecting equipment for needed repairs, tightening belts, replacing hoses and bolts, adjusting weld cracks and repairing any other damage	70	M
2. Performs repair functions by fixing flat tires and other minor repairs.	20	M
3. Performs other duties by cleaning shop and maintaining inventory.	10	L

This information is intended to be descriptive of the key responsibilities of the position. The preceding examples do not identify all duties performed by any sing incumbent.

*Percentage of time

**Physical strength code: S-Sedentary L-Light M-Medium H-Heavy VH-Very Heavy

PHYSICAL DEMANDS

Overall physical strength demands for this position: _____ Sedentary _____ Light
 ___X___ Medium _____ Heavy _____ Very Heavy

Physical Demands	Frequency Code	Description
Standing	F	Making repairs on equipment
Sitting	O	Driving equipment
Walking	F	Around repair shop
Lifting	F	Supplies, tools and equipment
Carrying	F	Supplies, tools and equipment
Pulling	F	Wrenches, hand tools
Pushing	O	Broom
Using fine dexterity	R	Writing
Reaching	C	For supplies and tools
Kneeling	F	Under equipment
Crawling	O	Under equipment
Twisting	C	Repairing equipment
Climbing	F	Onto equipment, ladder
Balancing	F	On ladder
Seeing	C	Observing repairs, reading
Hearing	C	Communicating with co-workers, listening to equipment
Talking	C	Communicating with co-workers
Using Foot controls	C	Driving

This is a description of the way this job is currently performed; it does not address the potential for accommodation

Frequency code: C-Continuously F-Frequently O-Occasionally R-Rarely N-Never

Machines, tools, equipment and work aids:

Hand tools, air tools, jack

ENVIRONMENTAL FACTORS

Dirt and Dust	D	Extreme temperatures	D	Noise and Vibration	D
Fumes and Odors	D	Wetness/humidity	D	Darkness/Poor lighting	D

HEALTH AND SAFETY

Mechanical hazards	D	Chemical hazards	D	Electrical hazards	M
Fire hazards	D	Explosives	N	Communicable diseases	N
Physical danger or abuse	N	Other (specify)			

Exposure to and frequency: D-Daily S-Seasonal W-Several times/week M-Several times/month

PRIMARY WORK LOCATION

Office environment		Warehouse		Shop	X
Vehicle	X	Outdoors	X	Other:	

Protective Equipment Required:

NON-PHYSICAL DEMANDS

Time pressures	O	Emergency situations	N
Frequent change of tasks	F	Irregular work schedule/overtime	N
Performing multiple tasks simultaneously	F	Working closely with others/teaming	C
Tedious or exacting work	F	Noisy/distracting environment	F

Frequency codes: F-Frequently O-Occasionally R-Regularly

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over one year up to and including two years experience is required

Certifications and Other Requirements:

Valid Texas Class C driver=s license

Supervision:

N/A

Contacts:

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.