

APPANOOSE COUNTY SECONDARY ROAD DEPT.

Job Description

JOB TITLE: Mechanic

Exempt (Y/N): No
SALARY LEVEL: \$27.56 per hr

JOB CODE: Mechanic

LOCATION: 1200 Hwy 2 West
SUPERVISOR: Shop Foreman

DIVISION: SECONDARY ROADS
DEPARTMENT: MAINTENANCE

APPROVED BY: Brad Skinner

DATE: 8/28/2025

SUMMARY: Participates in activities of personnel engaged in repairing, maintaining, and modifying motor vehicles used by Appanoose County by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reports to the Road Maintenance Superintendent and Shop Foreman for work assignments.

Reviews complaints about Appanoose County vehicle malfunctions from field units and makes appropriate repairs.

Assist in preparation of budget estimates, identifying operating cost, procurement of motor vehicles, replacement parts and materials, and cost of outside services.

Orders and maintains an inventory of all parts, tires, filters, fuel, lubricants, and maintenance items needed for the operation of the Road Department.

Non Essential duties and Responsibilities:

Replaces worn or damaged hydraulic components such as oil lines, fittings, cylinders, servo-valves, pressure release valves, gaskets, and seals.

Disassembles hydraulic system and removes and replaces defective actuator, pump bearings, and pump motor.

Observes operation of machinery and equipment to verify repair.

Installs hydraulic oil lines on machinery and equipment.

Adjusts, and repairs fan belt, and fuel and water pumps.

Removes unit such as engine, transmission, or differential.

Repairs or replaces parts such as pistons, rods, gears, valves, and bearings.

Rebuilds parts such as crankshafts and cylinder blocks. Rewires ignition system, lights, and instrument panel.

Disassembles motor and cleans parts as well as reassembling motors

Replaces and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator.

Replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.

Inventories tire chains for trucks and maintainers.

Maintains and organizes work on the County yards including the outlying Maintainer building yards.

Cleans tools and shop working area along with making necessary safety repairs in shop.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable

accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and three to five years related experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Iowa Commercial Drivers license "Class A W/air brake endorsement"

OTHER SKILLS and ABILITIES:

Must be able to operate computer software ware and hardware.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to stand, walk, and sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee occasionally works in high, precarious places; in outside weather conditions; and with explosives and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, and risk of radiation. The noise level in the work environment is very loud at times.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Regularly = 67%+

Frequently = 34% to 66%

Occasionally = 0% to 33%