

GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Mechanic I
Class Number: 21001	Class Title: Mechanic

Dept./Div.: Highway Maintenance Department	Employment Status: Full-time
Reports to: Highway Superintendent	FLSA Status: Non-exempt
Normal Hours: 7:00am – 3:30pm (on call as needed)	EEO Status: 08
Civil Service Status: Classified	

CLASS DESCRIPTION:

Under the general direction of the Mechanic V/Supervisory Staff, is responsible for maintaining and repairing a variety of mechanical equipment use by the Geauga County Engineer. Employee performs generally skilled equipment repair work. Responsible for the careful and safe operation of a variety of motorized equipment.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent and some experience in the field of auto mechanics, or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

THEORETICAL UNDERSTANDING: Must have completely read the book *Turn the Ship Around* by L. David Marquet and understand and embrace the **leader-leader intent-based leadership philosophy**. Must understand and embrace the notion that we learn all the time to serve our coworkers and Geauga County. Must understand and embrace that this employment learn constitutes both hands-on learning and theoretical learning.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *Engineer's goals and objectives; *Engineer's policies and procedures; department goals and objectives; department policies and procedures; safety practices and procedures; safe work zone setup; emergency response operations for release, or threats of release, of hazardous substances; two-way radio operations; road construction, maintenance, and repair; proper lifting techniques; snow and ice removal, tree removal techniques, leader-leader intent-based leadership philosophy.

Skill in: motor vehicle operation; snow and ice control operation; equipment operation; operation of light and heavy hand-held equipment; computer operation (Microsoft Word, Excel and Power Point).

Ability to: demonstrates regular and predictable attendance; carry out instructions in written, oral or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; communicate effectively; cooperate with co-workers on group projects; develop and maintain effective working relationships; resolve complaints; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work sites.

Understands that: snow and ice control is an especially demanding aspect of employment because of the variable and harsh northeast Ohio winters and will be required to work long, abnormal, and difficult hours.

Recognizes that: leadership is the single greatest factor in any team's performance, that each of us has the capacity to lead at, and beyond, our own level, and that we demonstrate true leadership by taking extreme ownership of everything in our world.

Finally, that: we must be humble. We must daily check our ego. We must have the humility to admit mistakes, take ownership, and selflessly fulfill our role and do what is best for our team. We must humbly serve others.

Date Adopted: 05/02/2013

Date Revised: 11/23/2020; 01/15/2021

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RECOMMENDED READING LIST

Below is a list of books that are recommended by the GCEO. The principals and philosophies that you will learn will greatly aid in your leadership development and help create an environment of continued learning and growth.

Turn the Ship Around! by L. David Marquet
The Energy Bus by Jon Gordon
The Power of a Positive Team by Jon Gordon
The Ideal Team Player by Patrick Lencioni
Extreme Ownership by Jocko Willink
Leaders Eat Last by Simon Sinek
Leadership Strategy and Tactics by Jocko Willink
The Dichotomy of Leadership by Jocko Willink and Leif Babin
Good to Great by Jim Collins
The Obstacle is the Way by Ryan Holiday
Crucial Conversations by Patterson-Grenny-McMillan-Switzler
The Attributes by Rich Diviney
The Mission, the Men, and Me by Pete Blaber

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Class A Commercial Driver's license with an "N" Tanker Endorsement; must maintain insurability under the Engineer's insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Hand tools, power tools, mechanics tools, dump-truck, snowplow, loader, backhoe, roller, air grinders, grader, tractor, welding equipment, air compressor. Additionally: tools, chainsaw, dump-truck, excavator, asphalt grinder, snowplow-truck, tractor, hydro excavator, sewer jet, welding equipment, chipper, roller, loader, power broom, air compressor, bucket truck, boom and roadside mowers, modern office equipment (e.g., computer, copier, calculator, telephone, fax machine, etc.); computer software (e.g. Microsoft Office suite).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, work with, or in the vicinity of: floor and wall openings; open-sided floors; platforms and runways; portable and fixed ladders; stairs and scaffolding; compressed gases (e.g., oxygen, argon, acetylene); flammable and combustible liquids (e.g., gasoline, diesel fuel, propane); corrosives; air contaminants; hazardous chemicals; human blood or other potentially infectious materials; personal protective equipment including eye and face protection, respiratory protection, head protection, foot and head protection; overhead or gantry crane and other vehicles on a construction site; woodworking equipment; hand and portable tools; abrasive wheels; arc welding and cutting; electrical wiring; other construction activities; lift up to one hundred fifty (150) pounds and carry up to eighty (80) pounds.

The employee has exposure to: potentially vicious animals; hot, cold, wet, humid or windy weather conditions; hazardous driving conditions; shaking objects or surfaces; noisy operations or activities; second hand smoke.

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 45% (1) Performs maintenance and repair on all assigned vehicles and equipment operated by the Engineer's Office (e.g., services, repairs, and tunes diesel engines; rebuilds and services transmissions; rebuilds and replaces hydraulic systems and brake and exhaust systems; changes oil and other fluids; replaces head lights, signal lights, wiring, and tires; etc.) and operates test equipment to locate mechanical problems.
(2) Assists in modifying vehicles and equipment as directed (e.g., affixes snowplows and assists welder, etc.); replaces and sharpens blades on mowers; road tests trucks; cleans and maintains garage
- 30% (3) Performs sewer/drive pipe/crossover jetting; performs unskilled and semi-skilled labor to assist other maintenance workers in constructing and repairing roads, ditches, bridges, and guardrails; operates small hand tools and power tools such as chain saws, rakes, air tools, and shovels; performs culvert installations and repairs; removes and trims trees from roadways.
- 15% (4) Responds to call-outs (e.g. tree cutting, light repair, signs, snow plowing, etc.) as needed.
- 5% (5) Maintains required licensures, certification, and continuing education requirements, if any.
(6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (8) Performs other related duties as assigned.
(9) Attends staff meetings as assigned.

NOTE: May be required to be on call 24 hours a day, as necessary.

POSITIONS DIRECTLY SUPERVISED: As needed, if assigned, based on work orders.

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(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

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