

SCHOOLCRAFT COUNTY ROAD COMMISSION  
JOB DESCRIPTION

**TITLE:** Mechanic

**GENERAL SUMMARY:**

Under the general direction of the Shop Foreman, performs tasks associated with equipment maintenance, repairs, and rebuilds along with assisting in building and grounds maintenance.

**EXAMPLES OF TYPICAL DUTIES:**

- Follow Shop Foreman daily orders.
- Obtain Shop Foreman permission to alter daily orders.
- Inform Shop Foreman of expensive repairs required.
- Follow preventative maintenance schedule as assigned.
- Manage time effectively.
- Complete daily timecards and charge out parts in kiosk.
- Complete COVID daily screenings.
- Follow all safety regulations as pertained to task.
- Attend out of town conferences as deemed necessary.
- Must have own tools to perform mechanical work.

**GENERAL SUMMARY:**

The foregoing describes the Mechanic duties in general and should not be construed as a complete list of all assigned duties and responsibilities. The successful applicant shall be expected to exercise considerable independent judgment in successfully completing work assignments.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS:**

The mechanic position is generally within the maintenance shop and mechanic duties will often encounter adverse conditions where strenuous effort is required, and the following physical requirements must be met.

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| <b>Mobility:</b> | Able to walk extended distances and climb ladders or steps to access equipment and facilities. |
| <b>Agility:</b>  | Able to lift, push, or pull objects weighing upwards of 80 pounds, and to operate equipment.   |
| <b>Vision:</b>   | Able to read and comprehend instructions, directions, and other documents.                     |

**Hearing/Speech:** Able to communicate orally with telephone or radio, and to receive and communicate information to employees and the public professionally.

**Other:** Able to tolerate, be exposed to and work in extreme temperatures and weather conditions.

**QUALIFICATIONS:**

- Ability to deal with people effectively and courteously.
- Ability to formulate accurate, written documents.
- Ability to prioritize tasks.
- Computer knowledge.
- Willingness to work extended hours, as necessary.
- State certified mechanic.
- Maintain a valid Michigan Class B Commercial Driver's License (CDL), together with any endorsements deemed necessary by the Employer and as required by state or federal law or able to obtain within 60 days of hire.
- May be subject to random MDOT drug/alcohol testing as required by state or federal law.

Preference will be given for experience in heavy equipment mechanics/master mechanic.

**EMPLOYMENT STATUS:**

This full-time position is covered by union contract.

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Mechanic

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X

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Managing Director