



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Mechanic	Job Code:	8005400	Job Grade:	11
Reports To:	Mechanic Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	1629
				WC Code:	5506
Division:		CS Code:	C	EEO Code:	G02

Summary of Functions: Performs skilled mechanical work, involving the maintenance, repair, and overhaul of gasoline, diesel-powered vehicles and heavy construction vehicles and equipment.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Performs mechanical work involving the repair, maintenance and overhaul of gasoline and diesel-powered vehicles and equipment.	75	E
2. Operates vehicles and construction equipment.	10	E
3. Maintains records of repair work completed, parts replaced, and routine maintenance performed and ensures work area is clean, safe, and orderly.	10	E
4. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Four (4) years of work related experience or 60 hours of college in a job related field of study or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Must pass an extensive background check. Must have a valid Class A Texas Drivers License to include hazardous material endorsement and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Knowledge of welding required. Must provide own hand tools.

Physical/Environmental Requirements:

Maintenance shop or road construction environment. Requires prolonged standing, bending, twisting, climbing and the ability to lift and carry up to 100 lbs., assisted. Ability to work in varied conditions (i.e., heat, cold, rain, ice, snow, etc.), inside and outside. Ability to operate equipment efficiently and safely.

Hay Points/Point Factor:

HS12=100, EXP3=30, VM3B=20, PD2B=15, WH2A=20, WE3B=20, IC2B=35, DL3=20, PS1=15, RE2C: 25, SF2C=25, TTL: 325

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 10/2004

Approved by Civil Service Commission on

Date 10/20/2014

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.