

**REQUIRED POST CERTIFICATION MAY NOT BE GUARANTEED WITH CERTAIN FELONY CONVICTIONS  
VACANT POSITION**

**DEPARTMENT: PUBLIC WORKS**

**SUBMIT APPLICATION, PROOF OF EDUCATION, AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION  
OR COMPASS/ASSET TEST RESULTS TO: [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com)**

**or 119 E. Solomon St, Room 110**

**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Position Title: Mechanic II (Position #3608)  
Salary: Pay Grade 17; Hiring Rate \$31,888 per year  
Provisions of Personnel Ordinance for promotion/demotion/transfer  
Work Schedule: 7:30 am-3:30 pm; M-F; Overtime required as needed.

This Position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state-awarded GED and two years of direct hands-on experience in the repair and maintenance of automotive/diesel equipment required, to include experience working on hydraulic equipment and pumps and automotive air conditioning systems; or any equivalent combination of training and experience which provides the requisite knowledge, skills and abilities. Must be a P.O.S.T. certified Correctional Officer or obtain certification within six (6) months of employment. Required POST Certification may not be guaranteed with certain felony convictions. Must possess a valid Georgia Class A Commercial Driver's License (CDL), with hazardous material (H), passenger (P), and tanker (N) endorsements. Must provide a copy of Correctional Officer POST certification or COMPASS or ASSET test results with application.

**GENERAL STATEMENT OF JOB:** Under limited supervision, serves as a lead mechanic performing skilled maintenance and repair work for gasoline and diesel vehicles and equipment. Oversees the work of inmates and less experienced mechanics to ensure that repairs are properly diagnosed and completed, taking the lead on more complex repairs. Provides training and technical assistance to subordinate(s) and inmates, orders parts and supplies, prepares records and reports, etc. Reports to the Shop Supervisor.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of repair equipment, such as electrical diagrams, voltmeter monitor, small tools such as screwdriver, wrench, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to operate a firearm even though firearms are not used while supervising inmates. Must be able to exert up to fifty pounds of force occasionally, and/or up to forty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Serves as a lead worker for inmates and less experienced mechanics; assists in the supervision of the activities of the Shop including instructing, assigning and reviewing work, maintaining standards, coordinating activities, allocating personnel, and acting on employee problems in absence of the Shop Supervisor. Coordinates and schedules repairs with Supervisor.

Trains shop mechanics and inmates in various aspects of job performance and methods of equipment repair and maintenance; explains the correct task utilization for each vehicle to co-workers; oversees other officers and inmates in the safe operation of vehicles/equipment in the field.

Evaluates and determines the method of repair on equipment and vehicles; performs and oversees repairs and maintenance on County gasoline and diesel powered vehicles and equipment, including specialized heavy and light equipment; services all component systems thereof such as engines, emission control systems, fuel systems, ignition systems, starters and alternators, brake systems, hydraulic systems, transmissions and clutches, exhaust systems, etc. rebuilds gas/diesel engines and transmissions of all types; modifies and/or repairs drive line components.

Assists with monitoring shop activities to ensure compliance with all safety procedures; monitors the shop, equipment and vehicles to promote overall safety in all work areas; ensures that Shop equipment and work area is safe at all times to avoid injuries.

Assists with recording keeping and inventory: maintains records of all gas pumped and to which vehicle; maintains cost and repair records on vehicles.

Ensures parts and tools are available for the completion of daily activities; locates parts, orders supplies and service/technical manuals; assists in obtaining major parts as required; makes modifications/fabrications on vehicles/equipment when parts are not readily available.

Utilizes a wide variety of tools, equipment and supplies in the performance of duties such as hand tools, various manuals, hydraulic jacks, chain hoist, mechanic's tools, power tools, testing equipment, various cleaners and agents, etc.; uses diagnostic equipment to analyze and repair gasoline and diesel engine problems; and uses cutting torches, welders and plasma cutters.

Operates and moves equipment to confirm that repairs were made properly and the vehicle/equipment is safe to operate; safely operates County owned vehicles and equipment; determines whether vehicle/equipment is safe to operate or transport to Shop if repairs cannot be made safely on site.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

November 2, 2017