

NOTICE OF JOB OPENING FORM

Supervising elected official: Allen Dodson

Fund Number: 2000

Department: 0200

Budget Line Item: 1279

Rate of pay: up to \$61,348.56

Working hours: 6:00-4:30 Mon-Thurs.

Job Title: Mechanic Repairs/Shop Foreman

Job Description: Conduct regular maintenance on machinery, systems, and automotive vehicles. Monitor inventory and order new parts when necessary

Essential job functions: Maintain work logs, repairs, and maintenance records.

Minimum requirements

Education: H.S. Diploma or Equivalent

Experience: Minimum of 5 years experience in similar role

Skills and knowledge: In-dept knowledge of vehicle diagnostic

Other requirements: Class A CDL, Strong attention to details

Position posting date: 9/12/2025

Position closing date: 10/3/2025

Signature of supervising elected official: Allen Dodson

Date: 9-9-25

Mechanic Job Description

- Conduct regular maintenance on machinery, systems, and automotive vehicles
- Meet with co-workers to better understand their concerns and identify the issue
- Assemble mechanical components according to specifications
- Examine machines and oversee diagnostic tests to determine functionality problems
- Design a plan of action for all maintenance tasks and when to upgrade equipment
- Maintain work logs, repairs, and maintenance records
- Monitor inventory and order new parts when necessary
- Offer consultation on maintenance and preventive procedures to machine and vehicle users
- Perform vehicle assessments and alert employees on issues that will prohibit their vehicle/equipment from being safely operated
- Maintain clean and safe work area
- Other duties as assigned

Desired Qualifications and Experience

- High School diploma or equivalent qualification
- A minimum of 5 years experience in a similar role
- In-depth knowledge of vehicle diagnostic equipment and mechanical systems
- Strong attention to detail with an aptitude for problem solving
- Class A CDL
- Monitor gas/diesel tank at the shop and order fuel as needed