



## Public Works Operations Tech II- Fleet Mechanic

Classified

LEVEL:

GREENLEE COUNTY

Established Date: May 17, 2024

### **JOB SUMMARY**

Under supervision of the Public Works Manager and Tech III, operates equipment involved in maintenance, repair and construction of County roads and facilities. Perform related duties as assigned. May be assigned to supervise prison inmate labor crew, and persons sentenced to perform community service for others. Supervise lower-level classes as directed. Work is subject to varying post or job site assignments and work is subject to call-back and on-call status and overtime and irregular schedules including completion of work assignments on weekends and holidays. Work is also subject to traveling and performing work assignments in outlying or remote areas of the County involving exposure to varying weather conditions which includes safe operation of vehicles/equipment and hand and power tools. May include performance of moderate to strenuous manual labor in extreme hot and cold temperatures with exposure to exhaust and chemical fumes, oil, grease, and hazardous materials; Involves occasional-frequent moderate lifting.

All employees of Greenlee County are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. All employees are to be available for these types of events and will immediately respond, in accordance with County Emergency Operations Plan, when directed by the Chairman of the Greenlee County Board of Supervisors, County Manager, the Homeland Security/Emergency Management Coordinator, or when directed by his department head/elected official and or immediate supervisor. Such a call to respond and assist may involve those activities assigned to these regular job responsibilities and incorporate other nonjob related duties as necessary and required of an employee to respond to the emergency matter at hand. An employee's response to these matters may require the working of unusual, long hours over a possibility of an extended period with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and department director/elected official to discuss their requirement for response.

### **ESSENTIAL JOB FUNCTIONS**

- Diagnoses problems and repairs automotive and heavy-duty equipment.
- Overhauls engines, transmissions, clutches, driving axles, suspension systems, brakes; hydraulic and electric systems.
- Orders parts and supplies.
- Perform routine preventive maintenance and ensure that machines run smoothly, inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions.
- Performs semi-skilled work of moderate difficulty maintaining and repairing County buildings and facilities.

- Maintains daily logs, inventory, and inspection and construction records and prepares reports.
- Performs general maintenance and repair work including carpentry, masonry, electrical, plumbing, and repair of air conditioning and heating units.
- Participates in inventory control; performs other work as required or assigned.
- Operate heavy equipment to haul various materials for road construction and landscaping projects and motor graders to maintain roads
- Loads and unloads trucks; hauls water to work areas and distributes to control dust; flags traffic
- Work also includes the use and safe operation of hand and power tools and equipment in cramped and contorted positions
- Care for lawns, trees, and shrubs; maintain playgrounds
- Clean buildings; and keep parking lots, picnic areas, and other public spaces free of litter
- Apply pesticide through sprays, dust, or vapors. Possible exposure to smoke and heat.

### **MINIMUM QUALIFICATIONS**

- Any combination of education, training, and experience equivalent to graduation from high school plus two years' experience in labor or other construction trades plus two years' experience operating trucks, construction, and maintenance equipment, automotive or equipment mechanic, or one year as Maintenance Worker I for Greenlee County, required.
- Must possess and maintain a valid Class A, B Arizona Commercial Driver License with Tanker endorsement within 90 days of employment if assigned to Fairgrounds
- Must always maintain a Valid Arizona driver's license for Public Works Position

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive working knowledge of road and facility maintenance and construction
- Considerable knowledge of principles of operation of diesel and automotive equipment; occupational hazards and safety precautions
- Knowledge of accepted principles and practices of supervision
- Considerable skill in the operation of equipment
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.

### **PHYSICAL REQUIREMENTS**

- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 100 pounds.