

**POSITION:** Automotive Mechanic

**DEPARTMENT:** Duplin County Solid Waste Facility

**SALARY:** Grade 65 Starting Salary: \$14,3659 Hourly / \$29,881 Annually

**OPENING DATE:** July 24, 2018 "OPEN UNTIL FILLED"

**APPLY AT:** Duplin County Personnel Office  
County Administration Building - 224 Seminary Street  
Kenansville, NC 28349  
910/296-2174 "Equal Opportunity Employer"

### GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to repair and maintain a variety of automobiles, trucks, equipment, and tools. Employees in this classification perform journey level mechanical repair work. Position is responsible for inspecting, diagnosing, repairing and maintaining vehicles and equipment. Performs related work as required.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### EXAMPLES OF ESSENTIAL FUNCTIONS

**The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.**

Inspects, performs preventive maintenance and services a variety of gas, diesel, hydraulic and electrical equipment and vehicles. Uses a variety of testing procedures and equipment to diagnose problems; replaces, repairs and/or rebuilds defective or worn parts and systems to restore vehicles and equipment to good working condition. Work ranges from preventive maintenance to overhauling vehicle and equipment parts and systems including engines, transmissions, brakes, tires, electric and hydraulic parts, exhaust systems, etc.

#### MARGINAL FUNCTIONS

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Answers telephone and takes messages, routes calls, or assists caller.

Delivers cars.

Performs related duties as required.

May be required to work during a county disaster such as weather event, emergency, etc.

### MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by three (3) to five (5) years previous experience and/or training that includes repairing automotive equipment with excellent knowledge of mechanical, electrical and electronic components of vehicles or an equivalent combination of education, training, and experience.

- ✓ Working knowledge of vehicle diagnostic systems and methods.
- ✓ Ability to handle various tools (ex. Pliers) and heavy equipment (ex. Lift).
- ✓ A good auto mechanic has good eye-hand coordination and manual dexterity.
- ✓ Well-versed in complex mechanical or electrical systems of vehicles
- ✓ Excellent problem solving abilities.
- ✓ Good communicators to be able to explain to customers (employees) their automotive problems and repairs done on the vehicles.
- ✓ Dependability, Persistence, Time Management, Attendance, Independence, Analyzing Information
- ✓ Willingness to observe all safety precautions for protections against accidents, dangerous fluids, chemicals, etc.
- ✓ Excellent physical condition for lifting, crawling under cars, bending over motors, etc.

### SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina.

If not already possessed, must pass the NC State DMV Vehicle Safety Inspection Class within 6 months of employment and maintain certification.

If not already possessed, within the first year of employment, Mechanic will be required to obtain ASE Auto Maintenance and Light Repair Certification and maintain certification.

In accordance with the county's drug free workplace policy, employees may be subject to pre-employment and random drug screening.