

## **UTILITIES MECHANIC III**

### **MAJOR FUNCTION**

This is a lead worker position responsible for overseeing work in the operation and maintenance of the County Utilities in the absence of the crew leader. The position is for a working mechanic who will perform manual labor or operate equipment to accomplish assigned tasks.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Communicates with coworkers to mentor and assign job activities. Monitors production and troubleshoots and initiates problem solving in the absence of the crew leader.
- Plans and organizes work by evaluating conditions to determine which tasks should be performed in what order and what materials or information is needed.
- Gives input for performance evaluations, recommending promotions, merit increases, demotions and discipline.
- Assists in training personnel on current codes, ordinances, and statutes, and provide training to staff in proper use of equipment.
- Assist in determining the best set up and placement of equipment and materials in order to complete the job. Performs equipment set up procedures as specified in written manuals, procedures, or guidelines.
- Must be able to respond to emergency and after hour calls on nights and weekends and make sound technical decisions.
- Takes the lead in interpreting corrective actions related to customer service to ensure all inquiries and complaints are handled in a professional and timely manner.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other duties and tasks as assigned.
- May fill in for crew leader in the event of absence.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

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### **SUPERVISION**

Lead worker over an employee workforce assigned to the substation. This includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job-training; evaluating job performance; recommending selection of new staff members, promotions, status changes, discipline, planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

A high school diploma or general education degree (GED) and minimum of four years in Utility maintenance; or equivalent combination of education and experience.

#### **Licenses**

Must possess a valid Class B CDL License.

#### **Certifications.**

C Distributions and Collections Certification and 16 hour Traffic Safety Course preferred but not required.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively on-on-one with customers and employees of the organization.

#### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

#### **Problem Solving Abilities**

- Ability to solve practical problems and deal with a variety of Utility variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Ability to define a problem, analyze the problem and determine the best course of action or solution to resolve the problem.

### **Specialized Skills and Abilities**

- Work requires constant attention to detail.
- Ability to plan, lead, monitor, and mentor the work of field crews.
- Working knowledge of all Utility equipment.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This position requires the ability to proficiently operate the following: tandem axle dump truck, front end loader, sewer jetter, pickup truck, underground boring equipment, VAC truck, tapping machines, Back hoe, Truck hoe equipment, electrical testing equipment, various Utilities field hand tools, and two way radio. Will also be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment.

### **PHYSICAL DEMANDS**

While performing the duties of this job, this employee will regularly be required to climb or balance, stoop, kneel, crouch, or crawl, and to lift up to one hundred pounds; will regularly be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and will frequently be required to talk or hear, taste or smell. Special vision requirements are close, color, and peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to moving mechanical parts, fume or airborne particles, sewer, bugs, spiders, snakes, etc., and outdoor weather conditions. The noise level for this environment will be moderate to loud.

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Pay Grade :11

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