

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

Date:	4/1/2019	Department:	Road & Bridge (4104)
Title/(Status)/Job Code:	Mechanic I Tire Man – (0960)	Reports To:	Operations Supervisor
Pay Grade/Salary Range:	PG-106 \$27,549.95 - \$42,702.43	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A skilled position responsible for tire repair of automotive, construction and other various types of public works equipment.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Provides tire replacement recommendations regarding pricing and availability.
- A skilled position with knowledge of all aspects of light, medium and heavy duty tire repair.
- Operates a Field Equipment Service Truck.
- Uses tire repair equipment.
- Uses knowledge of tire sizes and applications on vehicles and equipment.
- Provides general assistance to helpers in the garage with troubleshooting and in making general repairs.
- Performs general clean-up duties in the shop.
- Occasionally operates transport semi to move equipment.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the methods, materials, tools and standard practices of the automotive mechanics trades.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of the operating and repair characteristics of a wide variety of public works equipment.
- Knowledge of automotive electrical systems.
- Skill in the use of tools, machines and testing instruments of the trade.
- Ability to diagnose troubles in automotive and other public works equipment.
- Ability to understand and communicate oral and written instructions.
- Ability to follow automotive diagrams.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 10% of the time. Frequently operates various types of equipment to include, but not limited to hand and power tools. Frequently ascends/descends stairs, ladders and scaffolding. The person in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Frequently moves materials and office equipment weighing up to 40 lbs. Occasionally works in outdoor weather conditions. Operates motor vehicle for up to eight (8) hours; of which four (4) may be continuous. Must be able to frequently position self to work under or around various items to perform maintenance tasks. Constantly inspects and assesses equipment, buildings and materials to complete daily tasks. Frequent exposure to moderately high noise levels. Frequently works indoor in an automotive repair shop. Potential exposure to chemicals associated with automotive exhaust and automotive repair in general.

MINIMUM QUALIFICATIONS:

Graduation from an accredited high school or possession of an acceptable equivalent diploma. Three (3) years Journeyman level experience in tire repair.

LICENSE, CERTIFICATIONS, or REGISTRATIONS:

Must possess and maintain a valid Florida Driver's License, Class B by end of six (6) month probation.