

Mechanic/Sheriff's Office

Oneida County seeks an individual to fill a full time Mechanic position with the Oneida County Sheriff's Office. Starting 2017 hourly rate of \$19.81 - \$22.64 dependent on education and experience plus fringe benefit package.

Position is responsible for trouble shooting, repair, installation and maintenance of fleet of squad cars, ambulances and variety of heavy trucks and maintenance equipment used by public safety agencies within the County. Duties require the use of considerable initiative and judgement in determining the nature of repairs needed and developing work methods and procedures

Qualified individuals must have a high school degree or equivalent; two years post high school education in gas/diesel repair OR five years work experience as a gas/diesel or heavy equipment mechanic; a combination of education and experience may be considered; valid WI driver's license with no restrictions.

Complete job description, college transcripts and required Oneida County application are available at the Northern Advantage Job Service Office at 51A N. Brown St., Rhinelander, WI 54501 (715) 365-1500 or at www.oneida.wi.gov. Completed applications and transcripts are due at the Job Service Office by 4:30 p.m. on Tuesday, December 12, 2017.

EOE/AA

Oneida County Job Description

Job Title: Mechanic
Department: Sheriff
Reports To: Captain
FLSA Status: Non-Exempt
Prepared By: Sheriff Grady Hartman
Prepared Date: November 15, 2017
Approved By: Lisa Charbarneau
Approved Date: _____

SUMMARY: This full-time position is responsible for repairs to a fleet of squad cars/ambulances/ and a variety of heavy trucks and maintenance equipment. Duties require the use of considerable initiative and judgement in determining the nature of repairs needed, and in developing work methods and procedures.

Work involves installation, troubleshooting, repair, and maintenance of vehicles used by governmental public safety agencies within the County. Position is supervised by the Captain of Patrol who reviews work through periodic inspections and observations. Work involves contact with Sheriff's Office and ambulance personnel who use the vehicles in public safety operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following. Other duties may be assigned by the Sheriff.

Overhauls and tunes gas and diesel engines. Diagnoses gas and diesel engine problems. Remove and install engine injectors and tests injectors with testing equipment. Remove and install injection pump, and retimes pump back into engine. Diagnoses and repairs fuel system problems, and cracked or broken fuel lines; installs fuel pumps, fuel filters, and primes an empty fuel system backup, Overhauls all types of gas and diesel engines. Repairs all electrical systems and diagnose motor problems. Repairs cooling systems, radiators, water pumps, and heating systems.

Performs minor welding and machine work.

Perform scheduled preventative maintenance checks on all ambulance vehicles and provide written documentation and recommendations for repair to the Emergency Management Director. Provide documentation to the Emergency Management Director of all ambulance repairs that includes a description and all costs associated with the each repair.

Makes service calls when squads/ambulances and other heavy mobile units break down while in service.

Replace, repair, and adjusts brakes, clutches, transmissions, and differentials.

Change and rotate tires.

Remove and install two-way radios, mobile data computers (MDC), laptop computers, and related electronic equipment in squads/ambulances and other heavy mobile units.

Assist the Buildings and Ground Department with preventative and general maintenance and repair of County owned generators used to support the County Public Safety Radio System.

Perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Ability to plan and supervise the work of others.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of new squad/ambulance electronics and on-board computer systems.

Knowledge of the tools, equipment, materials, methods, and practices used in machining metal components.

Knowledge and skill in the use of tools and equipment applicable to maintenance and repair of automotive engines, components, and associated equipment.

Knowledge of test driving techniques used in diagnostic and after-repair road tests.

Knowledge of safety precautions and procedures applicable to maintenance shops, machining, and mechanical procedures.

Knowledge of computerized salter controls preferred.

Strong background in diagnosis and repair of electrical systems.

Ability to maintain accurate and complete records and prepare reports.

Ability to work with and understand computer programs and languages

Knowledge of and willingness to follow all safety rules and procedures.

Knowledge of Sheriff's Office equipment and procedures.

Ability to work a flexible schedule, maintain contact with the Sheriff's Office by carrying a cell phone and complete tasks as required.

EDUCATION and/or EXPERIENCE:

High school degree.

Two years post High School education in gas/diesel repair, or five years' experience as a gas/diesel or heavy equipment mechanic

REASONING ABILITY:

Must have the ability to evaluate situations, based on training/experience and policy/procedures, and make good decisions.

LANGUAGE SKILLS:

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data. Ability to utilize a variety of advisory data and information such as billing statements, invoices, budget statements, communication systems license applications and renewals, activity reports, equipment specifications, purchase requisitions, time cards, computer software operating manuals, equipment repair manuals, maps, non-routine correspondence and computer languages.

Ability to communicate orally and in writing with emergency personnel, government officials, radio technicians and product vendors.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess and maintain a valid Wisconsin driver's license with no restrictions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments and if necessary, repairs, such as computer terminals and ancillary equipment, service monitors, a variety of hand tools, mechanic's tools, soldering equipment, electronic diagnostic equipment, hydrometer emergency generators and motor vehicle.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use and electronic equipment repair.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Ability to exert moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.