



Shop/Mechanic Assistant

Department: Public Works

Reports to: Public Works Director

Status: Full-time benefit-eligible

Starting Pay: Negotiable and dependent upon experience

JOB SUMMARY

A Shop/Mechanic Assistant helps the shop mechanics ensure that operations run smoothly and efficiently. Responsibilities include assisting with hands-on vehicle maintenance, preparing tools and parts for repairs, and maintaining a clean and organized workspace. This position involves contributing to the repair process, from setting up jobs to ensuring that every vehicle leaves the shop in top condition. The ideal candidate should have basic mechanical experience and possess some of their own tools. Experience with oil changes and tire changes is also required.

MAJOR DUTIES

- Assists in diagnosing, troubleshooting, repairing, and maintaining a variety of County vehicles and heavy construction equipment, including automobiles, trucks, bulldozers, motor graders, backhoes, and tractors.
- Assists in inspecting, adjusting, and replacing necessary units and parts.
- Assists in repairing, welding, and overhauling major systems, including engine, exhaust, electrical, transmission, hydraulic, and brake systems on vehicles and equipment.
- Assists in testing repairs for proper functioning.
- Assists in repairing and maintaining small equipment, including lawnmowers and weed eaters.
- Assists in emergency repairs on site.
- Responsible for keeping the maintenance shop clean.
- Maintains records of time and costs of work performed.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the diagnosis, repair, and maintenance of a variety of vehicles and equipment.
- Knowledge of occupational hazards and safety requirements.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the use of diagnostic equipment.
- Skill in utilizing specialized equipment to repair vehicles and equipment.
- Skill in oral and written communications.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The Public Works Director and Mechanic assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include County and department policies and policies. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties.
- The purpose of this position is to repair and maintain County vehicles and equipment. Success in this position helps ensure safe and serviceable County vehicles and equipment for Lamar County.

CONTACTS

- Contacts are typically with coworkers, other County employees and agencies, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, stooping, bending, or crouching. The employee frequently lifts light objects and occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes their sense of smell.
- The work is typically performed in the public works shop or on the road. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasionally outdoors in inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education, or a combination of education, experience and skills that meet the prerequisites of the position.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Interested applicants should email, mail, or drop off a letter of interest, resume, and completed application to HR@lamarcountyga.com. Applications may be obtained in the career section of the Lamar County website, www.lamarcountyga.com.

Lamar County, Georgia, is an Equal Opportunity Employer and a drug-free workplace. All applicants will be required to complete a pre-employment drug test and criminal background check. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

