



# JOB OPENING

## Troup County Government

<b>Position:</b> Mechanic	<b>Department:</b> County Shop	<b>Salary:</b> \$15.80/Hr
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Under general supervision and instruction this position is responsible for participating in the mechanical repair and maintenance of county vehicles and equipment.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Minimum of 1-2 years of experience in a related field is preferred
- ⇒ Knowledge of the methods, tools and equipment utilized in the repair and maintenance of a wide variety of vehicles and equipment
- ⇒ Knowledge of department and county policies and procedures
- ⇒ Knowledge of work safety principles
- ⇒ Knowledge of preventative maintenance schedules
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in the operation of a variety of vehicles and equipment
- ⇒ Skill in the diagnosis and repair of a variety of vehicles and equipment
- ⇒ Skill in problem solving
- ⇒ Skill in prioritizing and planning
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Performs engine, exhaust, electrical, brake, hydraulic, HVAC, transmission and other system repairs on a variety of vehicles and equipment
- ⇒ Performs scheduled preventative maintenance functions, including checking the condition of and operation of batteries, tires, lights, transmissions, exhaust systems, brakes, etc
- ⇒ Performs a variety of engine diagnostic procedures
- ⇒ Performs emergency roadside repairs on vehicles as required; troubleshoots vehicle/equipment failures at job sites
- ⇒ Completes required paperwork related to work orders and purchases requests
- ⇒ Maintains shop equipment and assigned tools
- ⇒ Delivers vehicles and equipment to the dealer for repairs
- ⇒ Performs small engine repairs
- ⇒ Maintains the shop and performs housekeeping duties
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).**

Job #: 10032018 Mechanic

Grade 14

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, Assistant County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**