

Monona County
Employer's Job Description
(REVISED 02-2025)

Name: _____ **Department:** Secondary Roads
Position Title: Mechanic/Parts & Inventory Manager **Pay Grade:** TBD
Status: Hourly / Non-exempt **Reports To:** County Engineer &
Maintenance Shop Foreman

Primary Purpose of Position

The primary purpose of this position is to preform mechanic work and keep an inventory of all parts and materials for automotive, heavy equipment and mechanical equipment. Inventory construction and maintenance materials. Maintains records, purchase orders, and invoices of parts and materials, and repair scheduling.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Engineer or Maintenance Shop Foreman.

- Plans and evaluates preventive maintenance schedules for all vehicles and mechanical equipment
- Preventative maintenance of vehicles and equipment shall be completed either personally, by the Maintenance Operators or in rare occasions through outside vendors
- Mechanics are required to keep meticulous records of the preventative maintenance performed on each piece of equipment including fluids used
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools
- Tests, services and repairs vehicles and mechanical equipment
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems
- Cuts and welds metal and perform body repair, touch up and related work
- Changes and repairs tires and tubes
- Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems
- Purchases equipment, parts, and supplies used for vehicle and mechanical system repairs and maintenance
- Provides emergency field assistance to disabled equipment as needed and appropriate
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment
- Operate all pieces of equipment owned by the County, plow snow
- Keeps an inventory of parts and materials
- Keeps a record of parts and materials used
- Purchases parts as directed
- Scheduling of repairs
- Sells used materials as directed
- Assists mechanics as needed
- Keeps shop, tools, and equipment clean and orderly.
- Operates loaders and trucks as required
- Maintains MSDS Booklets and distributes safety equipment

- Reviews and approves claim vouchers
- Performs related work as required or assigned

Qualifications and Prerequisites:

- Considerable knowledge of the methods, materials, tools, and techniques used in the repair and maintenance of light and heavy-duty equipment.
- Automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment
- Hazards and safety precautions common to municipal maintenance and repair activities
- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance
- Skill in operation of listed tools and equipment
- Establish and maintain effective preventive maintenance programs, policies and procedures
- Maintain effective accounting procedures
- Carry out assigned projects to their completion
- Ability to use hand tools required for maintenance and repair of equipment.
- Ability to understand and follow written or oral directions.
- Ability to establish and maintain an effective working relationship with fellow employees and the public.
- Must be able to write legibly and perform basic computer functions.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED equivalent and three (3) years of related experience or equivalent combination of education and experience. experience in parts, inventory, and maintenance operations. Valid Iowa CDL Class A and provide proof of insurance.

Valid certifications in First Aid/CPR, bloodborne pathogens, fire extinguisher use and operation and hazard communication.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment.

Ability to work independently and to follow a work plan with or without instructions

Ability to understand well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate professionally and courteously with the general public and other employees and vendors

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must also have the ability to remain calm and professional in stressful situations, and the ability to work independently and to exercise good judgment in making

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert very heavy physical activity, climb stairs, and able to lift and carry very heavy materials for a continuous period of time, and stand for long periods of time, and exposure to injury is possible.

Vision abilities required by this job include close vision, color vision and the ability to adjust and focus.

Environmental Conditions

Ability to work under some uncomfortable conditions inside and outside where exposure to injury is possible, including moderately noisy conditions and exposure to vibration, dirt, dusts, odor, and fumes.

Compliance

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

Monona County is an Equal Opportunity Employer. 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

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Engineer or Supervisor

Date