

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Office, Santa Fe Bldg, 7th Floor, Ste 705. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirements and qualifications are necessary to apply for the position:

JOB TITLE	<u>MAINTENANCE MECHANIC</u>
GENERAL DESCRIPTION:	Under general supervision of the Equipment Repair Supervisor, performs repair and maintenance of motorized and other miscellaneous equipment owned and operated by County.
JOB DUTIES:	Performs diagnostic work on vehicles Replace malfunctioning or worn parts Performs tune-ups Replaces and repairs hydraulic and air brakes Clutch replacement and minor transmission repair
OTHER MISC:	Lube jobs Checking fluid levels Repairing, balancing and replacing tires Picking up and delivering parts and vehicles Cleaning vehicles and shop Preparing vehicles for required safety features: first aid kits, radios & fire extinguishers Preparing vehicles for auction Performs annual state safety inspections on vehicles Repairs on Road & Bridge and Fire Dept. equipment/vehicles Complete daily work log On call for Potter County Volunteer Fire Dept. during high fire season and Potter County Road and Bridge during weather emergencies(including snow storms, flooding, etc.).
REQUIREMENTS:	Experience in mechanics and equipment repair & full set of hand tools Obtain and maintain state safety inspection license Valid Texas Drivers License – Class A CDL, Haz-Mat and Tanker Endorsements Subject to random drug/alcohol testing Attendance is a must.
KNOWLEDGE, SKILLS, AND ABILITIES:	Working knowledge of methods, procedures used in the repair & maintenance of miscellaneous equipment. Skilled in use of hand tools and equipment. Ability to follow verbal and written instructions; diagnose mechanical problems; perform repair & maintenance on automotive, diesel and construction equipment. Work effectively with other employees. Lift up to 100 lbs. Squat, stand and bend for extended periods.
SALARY:	DOE (FLSA-nonexempt)

(The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job.
Employees may perform other related duties as assigned.)

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY