

**Lincoln County  
Position Description**

**Position Title:** Highway Mechanic

**Department:** Highway Department

**Pay Grade:** G

**FLSA:** Non-Exempt

**Date:** October 2022

**Reports To:** Shop Foreman

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**Purpose of Position**

This is a regular, full time position performing highly skilled work in the Highway Shop. Essential functions include the maintenance and repair of all diesel and gasoline trucks and construction equipment of the Highway Department. Must be able to troubleshoot problems and determine equipment malfunctions and make necessary repairs. Position is supervised by the Highway Department Shop Foreman.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Diagnose problems and perform repairs to fleet of trucks and construction and maintenance equipment, which includes engine overhauls, repairing drive trains, electrical and hydraulic systems, major welding and minor machine work.
- Outfits and maintains County vehicles and equipment; performs major repairs including but not limited to, clutch, water pump, fuel pump, cooling, ignition and electrical systems; greases and cleans equipment; checks fluids; makes vehicle safety checks and changes lights and tires; changes hoses, oil and filters, spark plugs, wires and related parts including valves, pistons, and main bearing assemblies; performs brake and radiator work; and repairs and overhauls engines, transmissions, front and rear end assemblies, air compressors, hydraulic systems, and other specialized related equipment.
- Performs body work, including gas and electrical welding, painting and metal fabrication in completion of repair assignments.
- Performs various automotive shop tasks and miscellaneous maintenance and custodial duties in and around the shops and buildings as required.
- Maintains records and makes reports as required.
- Subject to call at all times for winter snow and ice removal, and other emergency and non-emergency situations.
- Attends meetings, continuing education seminars, and training courses, as needed.
- Adheres to and promotes safety as a priority in the workplace.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Possess a high-school diploma, GED or equivalent;
- Associates Degree in Diesel Mechanic program or related field plus minimum of 2 years' experience in heavy truck and off road equipment repair required, or any combination of education and experience to be considered equivalent.

- Experience with automotive and small engine maintenance and repair.
- Experience with mechanical, electrical and computer controlled hydraulic systems.
- Experience performing service calls.
- Possession of a Commercial Driver’s License with air brakes, combination and tank endorsements.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

The following listed requirements 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.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Must have a valid Wisconsin Driver’s license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to operate a variety of office equipment including personal computer, calculator, copy machine, telephone, fax, camera, etc.
- Must be able to follow directions and work independently with little supervision.
- Ability to add, subtract, multiply, divide and calculate decimals and percentages.
- Ability to understand and complete documents including daily time and equipment report sheets, county policies including but not limited to personnel and safety policies, operating and maintenance manuals
- Must have the ability to interact positively and courteously with other employees, supervisors and the general public.
- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to problem solve involving several variables under normal situations.
- Ability to perform duties under various adverse weather and environmental conditions.
- Must be able to work indoors or outdoors for long periods of time.

Lincoln 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 employees and incumbents to discuss potential accommodations with the employer.

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Employee’s Signature

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Supervisor’s Signature

\_\_\_\_\_  
Date  
Highway Shop Mechanic

\_\_\_\_\_  
Date