

VACANT POSITION
DEPARTMENT: GARAGE
OBTAIN APPLICATION: <http://spaldingcounty.com/careers>
SUBMIT APPLICATION, PROOF OF EDUCATION
TO: employment@spaldingcounty.com or 119 E Solomon St, HR Office
CLOSING DATE: Position will remain open until filled

Job Title: Mechanic I (Position #3607)
Salary: Pay Grade PS15, Hiring Rate: \$45,760
Provisions of Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 6:30 am - 3:00 pm; Monday-Friday. Overtime Required

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma (or GED equivalent) and must be P.O.S.T. certified or able to obtain certification within the established probationary period and possess certification in repairing automotive/diesel engines, and two to four years of experience as a Certified Mechanic or a closely related position (or related); or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a unrestricted Class A (CDL) drivers license with endorsements of hazardous materials, passengers, tankers, etc.

GENERAL STATEMENT OF JOB: Under general supervision, supervises inmate work crew, performs general repair and preventative maintenance duties of County Parks and Recreation Department grounds and county public grounds, maintenance equipment, small equipment, and light tractor style equipment. Operates both light and heavy equipment to perform maintenance duties. Operates support equipment related to equipment and repairs. Assists in coordinating maintenance of department vehicles. Maintains records pertaining to parks small engine equipment. Functions in direct support of Parks Maintenance Supervisor and reports to the Parks & Grounds Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of repair equipment, such as electrical diagrams, volt meter monitor, small tools such as screw driver, wrench, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to operate a firearm even though firearms are not used while supervising inmates. Must be able to exert up to fifty pounds of force occasionally, and/or up to forty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Performs repairs and maintenance on County gasoline and diesel powered vehicles and equipment; services all component systems thereof such as engines, emission control systems, fuel systems, ignition systems, starters and alternators, brake systems, hydraulic systems, transmissions and clutches, exhaust systems, etc.

Is responsible for various preventative maintenance duties such as changing oil and fluids, changing various filters, greasing, cleaning, and other routine tasks.

Utilizes and maintains various equipment and tools in the performance of tasks such as mechanic's tools, pneumatic tools, testing equipment, specialized repair tools, etc.

Maintains work areas in a clean and orderly manner to promote effective and safe operations.

Performs administrative related duties as coordination and documentation of work, and occasional ordering and receipting of repair parts.

Performs diagnostic procedures on vehicles/equipment in order to determine necessary repairs or maintenance.

Supervises inmates while on job site, maintains accurate count of inmates and works to ensure public and inmate safety.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

April 20, 2026
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