



Mechanic

(Non-Exempt B22)

Position Objective:

The Mechanic provides maintenance and service for the Sheriff's Office fleet vehicles and other Pennington County vehicles as assigned.

Essential Functions:

- Completing appropriate paperwork of maintenance performed on vehicles and equipment.
- Determining maintenance and service intervals by monitoring vehicle mileage reports, vehicle service records, and recalls that may occur.
- Assisting in small and large repairs of fleet vehicles and other equipment as time allows (services, tire repairs, brakes, filters fluid washes).
- Working with dealerships and repair shops for repairs that are beyond the capability of the PCSO shop.
- Assisting with inventory of necessary parts and equipment.
- Welding on parts and equipment as needed.
- Performing other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED required.
- At least one year of maintenance and minor repair of vehicles.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is typically performed in a garage, stockroom, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.