

Clare County Road Commission  
JOB DESCRIPTION

**Title: Mechanic, Certified Master— Heavy Duty Truck (Bargaining Unit Position)**

**General Summary:**

This is a working Heavy Truck/Equipment Mechanic position. Works under the direct supervision of the Shop Supervisor. Performing and documenting all work related to the maintenance and mechanical repair required to keep the Road Commission fleet and equipment in good and safe operating condition. The position requires a well-rounded knowledge of the following: maintenance and repair of heavy and light duty trucks, heavy equipment, diesel and gasoline engines, transmissions, vehicle electrical systems, hydraulics, welding, safety precautions common to repair activities and a working knowledge of the tools and materials used in vehicle maintenance and repair.

**Examples of Duties:**

Examine vehicles and equipment to assist in determining the nature and extent of repairs needed.  
Raise vehicles by jacks or hoists to gain access to underside of vehicle.  
Repair vehicles by installing new or rebuilt mechanical and operating parts.  
Install hydraulic systems including cylinders, pumps, valves, hoses, underbody scrapers, and tailgate sanders, dump body hoists.  
Weld, fabricate and repair county road equipment.  
Provide emergency field assistance to disabled equipment as needed or appropriate.  
Perform all duties in conformance to appropriate safety and security standards.  
Perform accurate record keeping of maintenance and repair activities.

The duties stated here are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified. The Board of County Road Commissioners reserves the right to change the job description and required duties for this position at any time in their sole discretion.

**Essential Job Elements and Demands (ADA):**

**Physical Mobility:** Ability to walk extended distances and climb stairs, ramps and ladders to access commission and other work related locations and facilities.

**Vision and Sight:** Ability to read instructions, directions, and similar written information in letters, memoranda, forms, other documents and on computer screen.

**Hearing and Speaking:** Ability to converse orally with standard telephones and radios to communicate with other employees and the public.

**Agility/Movement:** Ability to repeatedly bend, twist, turn, push, pull, and lift and manipulate tools, equipment, supplies often weighing upwards to 100 pounds.

**Minimum Qualifications:**

High School Graduate, GED or equivalent and or two years experience as a truck and construction equipment mechanic/fabricator.

Michigan CDL Type A with Air Brake.

Current Michigan Heavy Duty Truck Master Mechanic Certification consisting of the following individual certifications, at minimum:

HDT Engine Repair— Gasoline

HOT Engine Repair - Diesel

HOT Drive Train

HOT Brakes & Braking Systems

HOT Suspension/Steering Systems

HDT Electrical Systems

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