

## **Job Posting Announcement**

Posting Date: July 9, 2010

Closing Date: until filled

**Title:** Full Time ASE Certified Mechanic Road & Bridge

**Starting Salary:** \$36,000 Annual (DOE)

**Description of the Work:** Primary duties include but are not limited to the following: Under the general directions of the Inspector and/or the Administrator, performs skilled repair and maintenance of motorized and other miscellaneous equipment owned and operated by the Department. May act as a lead worker and work requires contact with the public. Performs detailed diagnostic work on vehicles and equipment. Overhauls gasoline and diesel engines; replaces malfunctioning or worn parts, repairs electronic ignitions, and fuel systems; adjusts brakes, motors, transmissions; performs tune-ups. Performs preventative maintenance services and service requests. Performs Department of Public Safety inspections on department vehicles. May do gas and electric welding repairs; repair, balance, and replace tires; check all fluid levels; lube jobs; pick up and deliver vehicles/parts; clean vehicles and shop; prepare vehicles for use by checking presence of required safety features such as first aid kits, fire extinguishers, and mobile radios. Completes work orders for the office to log into the computer; be aware of and stay within budgeted funds for repairs and parts; orders parts; and may do body repair work. Assist during emergencies (floods, snowstorms, or accidents) to sand bridges and roads, puts up warning signs, and assist the public. Employee may perform other related duties as assigned and must be willing to learn the methods, procedures, and materials for equipment used in roadway maintenance work and obtain the skills to repair the tools and equipment. Performs other responsibilities as assigned.

**Qualifications:** High school graduate (or equivalent). A working knowledge in operating computers and experience with software programs including Windows and Microsoft Office are required. Other required skills include instructing and communicating, customer service, and the ability to function in a team environment and with multi-agency situations.

**Knowledge and Skill Requirements:** Texas Motor Vehicle Inspection License required. ASE Certification Required. Extensive experience in mechanics and equipment repairs required. Must have knowledge of methods, procedures, and materials used in roadway maintenance; able to operate of light and heavy equipment and drive a truck. Be able to follow verbal and written instructions and work effectively with other employees and to deal courteously with the public. High School education or GED preferred, plus five (5) years experience as an auto mechanic. Related college education or technical training may be substituted for experience on a year per year basis. .

**Special Requirements:** Job offer is contingent upon passing a criminal background investigation. Class A-Commercial Drivers License (CDL). Must comply with DOT pre-employment testing.

**Application Information:** An Application must be completed for each position. No résumés accepted in lieu of an application form.

Applications must be completed at the Kerr County Road and Bridge Department, 4010 San Antonio Highway, Kerrville, TX weekdays during the hours of 7:30 – 12:00 and 1:00 – 4:00.

**Kerr County is an Equal Opportunity Employer. A background check will be required of finalist. New or Rehire potential employees will be required to provide documentary proof of their eligibility for employment. Kerr County is a public employer; therefore, all applications are public information.**