

SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT

JOB DESCRIPTION

Employee Name:

Hire Date:

Position: Mechanic

Revision Date: 5/14/2018

Classification: Non-Exempt

Reports to: Operations Manager

SUMMARY

Oversee and perform general repair, mechanical and maintenance work on District vehicles and equipment, and perform a variety of duties to support the overall mosquito control operations of the District.

PRIMARY JOB DUTIES

- ◆ Inspect, repair, and perform maintenance on District vehicles and equipment.
- ◆ Conduct inspections on vehicles and equipment and complete any needed service work daily.
- ◆ Maintain and utilize fleet maintenance record keeping software.
- ◆ Calibrate ULV spray equipment as needed.
- ◆ Maintain and manage appropriate inventory levels of fleet maintenance parts.
- ◆ Develop and maintain a preventative maintenance program for all District equipment.
- ◆ Work closely with the Director and Operations Manager in developing a feasible five-year plan for the maintenance, repair and replacement of District vehicles and equipment.
- ◆ Manage the bid search process for new equipment, vehicles and/or parts needed to maintain the District's fleet of equipment/vehicles and present several options to the Director with a recommendation for which option the Director should choose.

SECONDARY JOB DUTIES

- ◆ Conduct a variety of minor maintenance work on District facilities
- ◆ Apply pesticides for larval mosquito control.
- ◆ Conduct adulticide spray missions for mosquitoes at night or early in the morning, as need arises.
- ◆ Assist in the arbovirus surveillance activities & maintenance of coop sites & sentinel birds.
- ◆ Assist with Ditch maintenance projects as needed.
- ◆ Submit a complete and accurate daily report.
- ◆ Fabricates customized equipment, tools or other materials as needed.
- ◆ Must have basic computer skills.

- ◆ Maintain level of understanding on all aspects of principles and practices of mosquito control in keeping with the mosquito control problems inherent to the area through on the job training as needed.
- ◆ Recognize safety hazards in the work place and take precautionary measures to protect self and others.
- ◆ Establish and maintain effective working relationship with co-workers, supervisors and the general public.
- ◆ Operate a variety of heavy equipment, after completion of training on the specific piece of equipment being used, including but not limited to dump trucks , fuel tankers, tractors with side arm mower head, excavators and backhoes.
- ◆ Performs maintenance on aduicide trucks by visually inspecting, calibrating, and doing follow-up maintenance after aduicide missions.
- ◆ Participate in Public Outreach Program by visiting classrooms and/or special events.
- ◆ Perform other projects and duties as assigned.

SUPERVISORY RESPONSIBILITIES

- ◆ Supervision of fellow employees during maintenance projects.

MINIMUM QUALIFICATIONS

- ◆ High School Diploma or equivalent GED.
- ◆ Possession of a valid Florida Drivers License and be insurable or ability to obtain within thirty days of hire. Preferred CDL or obtainable within one year from date of hire.
- ◆ Obtain and maintain the Public Health Pest Control License.
- ◆ Four years of experience in maintenance and automotive repair, and/or other engine powered public works equipment.
- ◆ Proficient knowledge of general vehicle and equipment mechanics and an ability to use and operate a variety of hand tools and diagnostic equipment
- ◆ Physically capable of performing assigned duties and work outdoors, occasionally under adverse weather conditions.
- ◆ Ability to read, understand and follow oral and written instructions in English.
- ◆ Physically capable of performing assigned duties and work outdoors, occasionally under adverse weather conditions.

Work Environment/Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements: Moderate physical activity is required on a regular basis including lifting, reaching for, pulling and carrying up to fifty pounds, reaching and pulling with arms, stooping, standing, bending frequently, sitting for long periods of time while driving a vehicle, walking for long distances and climbing over and around natural obstacles, and in and out of vehicles and variety of other equipment. Must be able to use hands and fingers to type, and grip and operate a variety of hand tools and other equipment. Excellent vision, both close and distance, is frequently required.

Work Environment: The work environment varies but normally is outdoors or in a vehicle but may include warehouses, office buildings, boats, vehicles, swamps(wetlands), fields, and open water. Work in these environments will require work in close proximity with venomous snakes, spiders, and other animals. Regular exposure to all types of weather is required as the position is required to work outside, exposed to high temperatures and humidity, sun, rain, and wind. Frequent local travel is required. Exposure to loud and moderate noise levels will occur on a regular basis when around a variety of other equipment, motors and engines. Working with and around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required frequently. Regular exposure to moving mechanical parts, mud, fuel, fumes and insects is required.

This document does not create an employment contract, implied or otherwise.

MY SUPERVISOR HAS REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH ME.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE