

HEAVY TRUCK MECHANIC

County Garage
Pulaski County

Department: Pulaski County Garage

Reports to: Garage Supervisor

Supervision Exercised: None

Supervision Received: Work is performed with general instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, current driver's license, CDL License, Federal Motor Carrier Registration & Driving Record Required and Virginia State Inspections License.

Alternate Essential Employee: Yes, see Pulaski County Personnel Policy

Work Hours: This position requires a 40-hour workweek consisting of four 10-hour shifts. Normal shift schedule is 6:30 am until 5:00 pm. Scheduled workdays rotate among staff. Occasional evening, weekend, and holiday work may be required to meet operational needs.

Benefits Eligible: Yes

Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: The Heavy Truck Mechanic performs highly skilled diagnostic, maintenance, repair, and overhaul work on a wide range of medium and heavy construction, automotive, and specialized equipment used in local government operations. Responsibilities include diagnosing mechanical, hydraulic, electrical, pneumatic, and transmission system failures; conducting inspections and diagnostic testing; troubleshooting reported equipment issues; and performing timely repairs to ensure safe and efficient fleet operations. The position requires the operation of specialized shop equipment, precision measuring instruments, and fabrication tools to repair and rebuild components and assemblies. Additional duties include requisitioning repair parts and materials, performing state vehicle inspections, maintaining accurate service records, and ensuring compliance with applicable safety standards. Successful performance requires strong mechanical aptitude, problem-solving skills, attention to detail, and effective communication. Regular on-site attendance is essential, as the duties and responsibilities of this position cannot be performed remotely.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Possession of a valid commercial driver's license issued by the Commonwealth of Virginia is required as well as the acquirement of a state inspector's license within the first year of employment. Position requires the possession of adequate hand tools to perform necessary work.

RESPONSIBILITIES:

- Diagnoses, repairs, overhauls, adjusts, and services a wide variety of medium and heavy equipment such as bulldozers, graders, front-end loaders, air compressors, pump apparatus, and truck hydraulic systems
- Overhauls, fabricates, and services assemblies and accessories such as single- and two-speed rear axles, multi-speed transmissions, and hydraulic, compressed air, vacuum, and electrical controls, systems, and components
- Performs preventive maintenance on heavy equipment, trucks, and specialized fleet vehicles, including inspections, lubrication, and replacement of wear components
- Diagnoses and repairs diesel and gasoline engines, transmissions, drivetrains, steering, suspension, brake, and exhaust systems
- Troubleshoots and repairs hydraulic, pneumatic, electrical, and electronic systems using computerized diagnostic equipment and software
- Performs welding, cutting, brazing, fabrication, and modification of equipment, attachments, and structural components
- Operates various types of shop equipment, machinery, precision instruments, specialized tools, and devices such as dynamometers, boring bars, valve refacing and reseating equipment, micrometers, dial gauges, wheel alignment gauges, clutch cover assembly devices, power saws, grinders, drill presses, and lathes
- Conducts operational tests, road tests, and equipment performance evaluations to verify repairs and diagnose mechanical issues
- Performs field service and emergency repairs on disabled equipment and vehicles at remote job sites and roadside locations
- Requisitions, inventories, and maintains parts, materials, tools, lubricants, and supplies used in the repair and maintenance of equipment
- Completes work orders, maintenance records, inspection reports, and parts usage documentation using manual and computerized fleet management systems
- Performs Virginia state safety inspections and ensures compliance with applicable federal, state, and local regulations
- Maintains compliance with OSHA, environmental, and workplace safety standards, including proper handling and disposal of fuels, oils, refrigerants, and hazardous materials
- Operates heavy equipment and commercial vehicles as required for testing, transport, maintenance, and emergency response purposes
- Provides technical guidance and assistance to equipment operators, mechanics, and other personnel regarding equipment operation, maintenance, and repair procedures.

Heavy Truck Mechanic

- Maintains a clean, safe, and organized work area and ensures shop equipment and tools are properly maintained and calibrated
- Participates in after-hours assignments as required to support fleet operations and emergency response activities
- Evaluates equipment condition and recommends repairs, rebuilds, replacements, and procurement of new equipment to maximize fleet reliability and service life

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of the methods, tools, equipment, and materials used in the maintenance and repair of heavy equipment, trucks, and fleet vehicles
- Knowledge of diesel and gasoline engines, hydraulic, electrical, brake, steering, suspension, and computerized diagnostic systems
- Knowledge of preventive maintenance practices, workplace safety standards, and applicable regulations

Skills:

- Skill in diagnosing, maintaining, and repairing heavy equipment and fleet vehicles
- Skill in using diagnostic equipment, hand and power tools, welding equipment, and shop machinery
- Skill in reading and interpreting technical manuals, schematics, and repair documentation

Abilities

- Ability to troubleshoot equipment malfunctions and perform repairs with limited supervision
- Ability to maintain accurate records and use computerized maintenance management systems
- Ability to prioritize work, follow safety procedures, and communicate effectively with coworkers and equipment operators
- Ability to establish and maintain effective working relationships
- Ability to perform physically demanding work in shop and field environments and respond to emergency repair needs as required

ADA REQUIREMENTS:

- Perform continuous manual labor for up to four (4) hours at a reasonable work pace
- Routinely lifts, carries, pushes, or pulls up to 50 pounds and occasionally up to 100 pounds with lifting devices
- Frequently climbs on and off heavy equipment and vehicles throughout the workday

Heavy Truck Mechanic

- Work in a variety of physical positions, including standing, bending, kneeling, crouching, crawling, and working beneath equipment
- Uses manual dexterity to perform repairs in confined or awkward spaces using hand tools and equipment
- Works outdoors in varying and sometimes extreme weather conditions

EDUCATION AND EXPERIENCE:

- High school diploma or GED required
- Completion of a vocational or technical program in automotive technology, diesel mechanics, heavy equipment repair, or a closely related field is preferred
- An equivalent combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities may be considered in lieu of formal requirements
- Three (3) to five (5) years of progressively responsible experience in the maintenance and repair of heavy-duty trucks, construction equipment, diesel engines, or related mechanical systems preferred
- Experience working in a public works, transportation, utilities, or municipal fleet environment preferred
- ASE certification(s) in Medium/Heavy Truck or Diesel Engine Repair preferred
- Experience with hydraulic systems, electrical diagnostics, and computerized diagnostic tools required

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations
- Employees are encouraged and may be required to pursue and maintain professional certifications such as ASE Medium/Heavy Truck Certifications, EPA-related certifications (as applicable), and OEM-specific credentials.
- Employees may be required to participate in or complete manufacturer-sponsored training programs for heavy equipment, diesel engines, hydraulic systems, and electronic diagnostic tools. This includes training on new or updated fleet equipment as it is introduced into service.
- Develop and set own personal goals for acquiring new skills and job growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Heavy Truck Mechanic

- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations.

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation**.

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s)**.

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date