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Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at [www.pulaskicounty.net](http://www.pulaskicounty.net). The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

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**POSITION:** **MECHANIC**  
*This position is open to the General Public and County Employees.*

**POSITION NO:** 049, 050

**STARTING SALARY TO:** \$26,747 - \$31,322

**DEPARTMENT:** ROAD AND BRIDGE (4400)

This position is designated as a safety sensitive position pursuant to Arkansas Act 593.

**PRIMARY RESPONSIBILITY:** To perform fleet maintenance and mechanical repair duties on engines, components, and electrical systems of County vehicles and heavy equipment.

**ESSENTIAL JOB FUNCTIONS:**

- Analyzes and diagnoses mechanical problems and malfunctions of engines including vehicles and heavy equipment utilizing the OTC monitor.
- Pulls, replaces, or rebuilds front ends, ball joints, tire rod ends, springs, idle arms, shocks, ignition switches, etc. as needed for dump trucks and vehicles.
- Performs electrical work including repair and rebuilding of electronic brake systems, alternators, starters, and wiring.
- Analyzes ABS system failures and diagnoses needed brake work.
- Replaces brake shoes and pads, turns rotors and drums with brake lathe and packs wheel bearings on vehicles and heavy equipment.
- Services, replaces, and recharges air conditioning units in vehicles as needed; calculates needed amount of refrigerant; replaces and recycles refrigerant through the air conditioning recovery, recycling, and recharging system.
- Changes oil, lubricates vehicles, and changes oil and air filters.
- Completes engine tune-ups, tire change and rotation, and other maintenance work on vehicles, tractors, sweepers, and other heavy equipment.
- Pulls and replaces air bag systems, gas tanks, dump truck tire bolts, rear springs, heater cores, power steering pumps, ignition switches, lights, and other vehicle parts/systems.
- Repairs vehicles in field when inoperable.
- Replaces computers in vehicles.
- Receives written work orders; records work completed for each vehicle and number of hours required for repair.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Completion of high school or equivalency or vocational technical course in Automotive Mechanics; some experience with vehicle and/or equipment maintenance, malfunction, diagnosis, and repair; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:**

May be required to possess or obtain within 6 months of employment the ASE Refrigeration Recovery and Recycling Certification.

Must possess or be able to obtain Wagner Brake Certification.

Must furnish own standard and metric hand tools.

Employment is contingent upon satisfactory completion of a pre-employment job related physical examination by an appropriate licensed agency.

Subject to pre-employment and random drug and alcohol testing in compliance with the regulations of the US

Department of Transportation.

**OPEN DATE: 05-10-2019**

**CLOSE DATE: 05-16-2019 (5:00 p.m.)**

**Please Note:** Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

**10 May 2019**

**174-19**