

**INGHAM COUNTY  
JOB DESCRIPTION**

**MECHANIC - SHERIFF'S DEPARTMENT**

**General Summary**

Under the supervision of a Command Officer in the Staff Services' Division, is responsible for the Sheriff's Office garage and maintenance of the vehicle fleets for the Sheriff's Office, Animal Control Department, other County vehicles, and Special Services equipment. Establishes and maintains a parts inventory, orders new vehicles and equipment, oversees the sale of retired vehicles and equipment as well as the bicycle donation program. Supervises inmates engaged in routine vehicle maintenance tasks.

**Essential Functions**

1. Performs full range of preventative maintenance tasks including oil changes, lubricating and changing fluids, tune-ups, brake repairs, transmission and engine repairs, ignition and electronic engine control repairs, antilock brakes and complete brake overhauls, repairs wheel-bearings, installs shock absorbers, etc.
2. Researches, locates and purchases new vehicles, equipment and supplies for the operation and maintenance of the Sheriff's Office garage. Writes specifications for new equipment purchases.
3. Oversees, trains and assigns work to inmates assigned to the Sheriff's Office garage and engaged in routine maintenance and washing of vehicles.
4. Oversees, orders and maintains a parts, supplies and equipment inventory. Maintains correspondence via internet and email with suppliers and manufacturers. Deals with vendors.
5. Oversees the record keeping system of the garage, including the maintenance records on all vehicles and warranty records. Ensures vehicles have warranty work properly completed.
6. Inspects malfunctioning equipment, identifying abnormal conditions by using troubleshooting charts and service manuals.
7. Performs maintenance and repair of Animal Control and Facilities Department vehicles, as well as the pursuit driving training vehicles for the driving program.
8. Performs necessary repairs on specialty equipment (e.g., radar trailer, seat belt and rollover convincer, special operations trailer, etc.) and transports to necessary locations.
9. Supervises the bike rebuild program and assists in obtaining donations.
10. Works with oxygen and acetylene torches to perform welding tasks to repair and fabricate items.
11. Installs and repairs equipment unique to patrol cars and other specialized vehicles, such as light bars and flashers, sirens, brackets for radio equipment, and cages. Applies striping, seals, decals, and lettering to vehicles.
12. Maintains accurate records of time and materials used, along with the amount of service provided on each job.

13. Makes recommendations on policies and procedures for garage and implements approved policies.
14. Maintains and repairs shop tools and equipment such as welder, grinder, drills, mechanical jacks, air wrenches, and other equipment.
15. May deliver and/or pick-up vehicles and trailers.

**Other Functions**

16. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications**

**Education:** High school graduation or equivalent. Prefer advanced coursework in automotive technology.

**Experience:** Five years of experience in vehicle maintenance, including fleet maintenance and auto and truck repair.

**Other Requirements:** Certified by the State of Michigan as a Master Auto Mechanic. Possession of a Commercial Driver's License.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Walks over uneven terrain to make inspections and perform repairs.
- Squatting, stooping, kneeling to make inspections and perform maintenance and repairs.
- Climbing into trucks and onto other equipment.
- Lifting and moving cylinder heads, steering boxes, and other parts weighing up to 150 lbs.
- Crawling under vehicles to make inspections.
- Reaching overhead for extended periods to make repairs.

Prolonged periods of standing while making repairs.

Lifting ability to remove and replace parts on mechanical systems.

Ability to lift, push and pull equipment and parts.

Climbing stairs and ladders to inspect vehicles and to access storage area.

Carry tool boxes and equipment weighing up to 80 pounds.

Assists trustees with lifting equipment weighing up to 200 pounds.

Ability to walk substantial distances to conduct inspections.

**Working Conditions:**

Works in cramped body positions and confined spaces to perform cleaning tasks, maintenance and repairs.

Works in areas with loud noise.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

Contact with oil and petroleum products.

Exposure to solvents, degreasers, cleaning fluids, and other chemicals.

Possible exposure to toxic fumes.

Walking on slippery surfaces.

Supervises the work of sentenced inmates.

