

OGEMAW COUNTY ROAD COMMISSION
1250 S M33, WEST BRANCH, MI 48661
JOB DESCRIPTION

TITLE: Mechanic

EMPLOYMENT: Full-Time

REPORTS TO: Shop Foreman, Superintendent, and Supervisor

EMPLOYMENT: Full-Time

REPORTS TO: Manager, Shop Foreman, Superintendent, and Supervisor

HOW TO APPLY: Qualified candidates are encouraged to submit a resume to:

By Mail: PO Box 157, West Branch, MI 48661

By Email: ocrc@ogemawcrc.org

GENERAL:

Under the general direction of the Shop Foreman, performs maintenance, repairs, and rebuilds on all assigned vehicles and equipment, fuel site, and facility maintenance as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this position is required to perform the following essential functions with or without reasonable accommodations. These examples are not an exhaustive list of the duties that the employee may be expected to perform.

- Performs maintenance and repair on equipment and vehicles in the repair shop and on job sites, as needed.
- Performs routine and scheduled maintenance and safety inspections on gasoline and diesel equipment.
- Maintains and repairs the shop and repair equipment.
- Performs requested building and grounds maintenance
- Stays current on knowledge and skills by attending training sessions and staying current on technical publications. Keeps computerized diagnostic equipment current and up to date.
- Performs all work duties and activities in accordance with Road Commission policies, procedures, and safety practices.
- Performs other duties as assigned by Shop Foreman, Superintendent, or Supervisor.

The foregoing describes the Mechanic's duties in general and should not be construed as a complete list of all assigned duties and responsibilities. The successful applicant shall be expected to exercise considerable independent judgment in successfully completing work assignments.

JOB QUALIFICATIONS:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

- High School diploma or GED
- Ability to deal with people effectively and courteously.
- Willingness to work extended hours, as necessary.
- Must maintain a valid Michigan driver's license.
- Possession of a Michigan Class A Commercial Driver's License (CDL) is *preferred* but not required.
- Will be subject to random DOT drug/alcohol testing as required by state or federal law.

Preference will be given to experience in road construction and maintenance.

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

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb ladders, use hands to handle materials, manipulate tools, keyboard or type, reach with hands and arms, and operate a motor vehicle or job-related equipment. The employee must occasionally lift and/or move up to 100 pounds and operate equipment. Able to read and comprehend instructions, directions, and other documents. Able to converse orally with telephone or radio, and to receive and communicate information to employees and the public.

The work environment is a vehicle and equipment maintenance shop environment with some work being done at job sites, and may occasionally include exposure to adverse weather conditions. The noise level is generally moderate, but with occasional exposure to noisy and/or loud equipment.

The job description does not constitute an employment agreement or contract between the employer and the employee. The employer has the right to revise this job description at any time.

This job description was approved by the Board of Road Commissioners of the County of Ogemaw on the 2nd day of July, 2025.