



COUNTY OF NYE

CLASS TITLE: APPRENTICE MECHANIC

BASIC FUNCTION:

Under the close supervision of a mentor/journeyman mechanic, performs apprentice level automotive, mechanical, maintenance and repairs heavy equipment used in road construction. Work requires the operation of heavy and light equipment as necessary. Close supervision will include direction, consultations, inspection of equipment and frequent evaluations of the work performed; however, over the apprenticeship period, the employee will be expected to make actual and documented progress toward independence in his or her work, and the close supervision will decrease accordingly. Upon approval from the Director, incumbents will advance to the higher level, Mechanic, after gaining experience and demonstrating proficiency, which meet the qualifications for the higher-level class.

REPRESENTATIVE DUTIES:

1. Conducts maintenance and repairs of a large number of automobiles, trucks, cranes, graders, bulldozers, air compressors and other related and specialized mechanical and construction equipment.
2. Checks and inspects a variety of automotive, construction, and mechanical equipment to determine the nature of defects and failures.
3. Prepares and maintains records of work performed and prepares reports of repair work undertaken and costs of repair work.
4. With concurrence of mentor mechanic, requests supply parts and equipment required in fleet maintenance and shop operations.
5. Reviews repair lists, orders, time sheets and equipment reports to determine and recommend to the mentor mechanic the appropriate work action.
6. Operates lathes, testing equipment, welding equipment, grinders, drill presses and hoists.
7. Performs other duties as may be assigned.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school or successful completion of a G.E.D. or other high school proficiency examination. Some experience directly related to the duties and responsibilities of the class desirable.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Mentor mechanic, co-workers, County employees and the public.

PHYSICAL EFFORT:

Strength, dexterity, coordination and vision needed to maintain and repair heavy and light equipment.

Subject to continuous operation of equipment. Dexterity and coordination to handle materials, equipment, files and single pieces of paper, occasional lifting of items weighing up to 50 pounds. Moving from place to place within the shop; some reaching for items above and below waist level, including above the head. Endurance and vision to drive for extended periods of time.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Automotive/equipment repair shop working environment, with exposure to dust, fumes, odors, noise, and temperature changes/extremes possible or probable. May/will work alone at times. May/will be required to drive alone for extended periods of time and distances.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS,

AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE REQUIRED BY THEIR SUPERVISOR.

CONDITIONS OF EMPLOYMENT:

Nye County participates in E-Verify and will provide the Social Security Administration (SSA_ and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.