

JOB DESCRIPTION
ADAMS COUNTY ROAD DEPARTMENT
MAINTENANCE SHOP MECHANIC ASSISTANT

GENERAL PURPOSE

To pick up shop/ road department supplies from different merchants and deliver where needed, assist in cleaning the maintenance shop area. The job entails substantial contact with the general public and to communicate routine factual information. Duties are performed under the general supervision of the Maintenance Forman.

ESSENTIAL DUTIES AND RESPOSIBILITIES

Performs physical task involved in loading, unloading of supplies and equipment.

Pick up parts for the maintenance shop and delivers them to the department or area needed

Assist in general clerical support

Helps keep shop/ office clean

Assists mechanic in performance of repair of equipment and other maintenance jobs

Other duties as assigned by the Maintenance Forman

DESIRED MINIMUM QUALIFICATIONS

High school diploma or GED equivalent

Must have valid Mississippi Driver's License

Solid handwritten and verbal communication skills

Ability to understand and follow oral or written instructions, ability to communicate effectively verbally and in writing when necessary; ability to observe proper safety precautions; ability to establish effective working relationships with other employees, supervisors and the public; ability to perform heavy manual tasks under varying weather conditions; ability to drive and operate vehicle under varying weather conditions.

Adams County employees are subject to a background check, pre-employment drug screening and six (6) months working probationary period.

Existing employees are subject to a thirty (30) day probationary period.

PHYSICAL DEMANDS

Works handheld radio

While performing the duties of this job, the employee is regularly required to use hands and fingers to operate tools, or controls and reach with hands and arms. Frequently is required to stand, talk and hear; walk; sit; stoop, kneel or crouch; and smell.

The employee must frequently lift and or move up to 50 pounds and occasionally lift and or move up to 80 pounds to a height of 36". Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee will be located at 35 Majorca Road.

Work Schedule: Monday through Thursday - 7:00 am to 5:30 pm

AVAILABLE: Immediately