

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS – FLEET MANAGEMENT

JOB TITLE: VEHICLE AND EQUIPMENT MECHANIC III

COMPENSATION: GRADE 14/STEP 1 \$43,493 ANNUALLY/\$20.91 HOURLY-
GRADE 14/STEP 5 \$47,798 ANNUALLY/\$22.98 HOURLY

WORK LOCATION: MONDAY- WORCESTER COUNTY FLEET MAINTENANCE, 6113 TIMMONS RD. SNOW
HILL, MD 21863
&
TUESDAY-FRIDAY: WORCESTER COUNTY WATER AND WASTEWATER FACILITY, 1000
SHORE LANE BERLIN, MD 21811

WORK SCHEDULE: NORMAL SCHEDULE IS 7:30 AM-4:00 PM, MONDAY-FRIDAY

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Under the direction of the Inventory/Shop Foreman and Fleet Superintendent, diagnoses, repairs and maintains gasoline and diesel-powered vehicles and equipment; performs semi-skilled and skilled mechanical repairs; use hand tools, power operated hand tools, torch, mig welder, tire changer, wheel balancer, brake lathe, scan tools and AC recovery machine. Performs duties as a Maryland Certified UST Class C Fuel Facility Operator. Possession of a Class A commercial driver's license required to perform duties for the Department of Public Works (must obtain within 12 months of employment).

GENERAL REQUIREMENTS

- Pre-employment background check
- Safety Sensitive position requiring Drug and Alcohol Testing
- DOT Physical with Medical Examiner's Certificate
- Essential personnel subject to emergency call-back with little or no notice
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points
- Must obtain a Class "A" CDL within 12 months of employment

DUTIES AND RESPONSIBILITIES

- Performs comprehensive repair work ranging from preventive maintenance to major repairs and installations on all vehicles and equipment
- Diagnoses and repairs complex systems on vehicles and equipment, such as fuel injection systems, ABS brake systems and electrical systems to include ignition and emission systems
- Performs scheduled vehicle and equipment preventive maintenance inspections and service, such as engine oil and filter changes, transmission service, chassis lubrication, engine tune-ups, and replacement of tires, brakes, batteries, belts, suspension parts, steering components, hoses, and lights
- Repairs heating, cooling systems, and air conditioning systems, and is familiar with Freon recovery machines
- Performs DOT inspections and preventive maintenance inspections
- Leads and instructs others in the performance of semi-skilled and skilled labor tasks associated with the maintenance/repair of vehicles and related equipment

- Drives automobiles, trucks, buses, or other commercial weight (over 26,000 pounds) vehicles as required to perform assigned tasks
- Performs road service maintenance
- Participates in weather-related emergencies such as snow removal, flooding, etc.
- Applies acquired knowledge to increasing varied and complex tasks
- Performs duties independently and as part of a team
- Welds steel and other metal parts of machinery; fabricates steel items; reworks vehicles and equipment to improve performance, safety, and durability
- Completes assigned tasks accurately and by established deadlines.
- Cross-trains and backs up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required
- Performs duties as a Maryland Certified UST Class C Fuel Facility Operator
- Performs duties assisting with the disposal of surplus vehicles, equipment and miscellaneous items

QUALIFICATIONS AND SKILLS

- 5 years of vehicle or equipment repair and maintenance experience or equivalent training
- Working knowledge of vehicle or equipment parts, components, and systems, tools, materials, and testing equipment used in vehicle repair and maintenance and principles, practices, and procedures of vehicle or equipment repair and maintenance
- Skill in repair, maintenance and diagnosis of vehicle and equipment malfunctions sufficient to work with minimal supervision
- Oral and written communication skills sufficient to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and communicate effectively with others
- Trained and certified as a Maryland UST Class C Fuel Facility Operator within 12 months of employment
- Ability to obtain and Possession of a valid Class "A" CDL license within 12 months of employment and driving record with less than 4 points (MD). Some positions may require additional endorsements and/or the absence of certain restrictions
- The work of this classification entails the performance of heavy physical labor including bending, stooping, lifting and carrying of very heavy objects, and the operation of vehicles, machinery, tools and equipment

KNOWN HAZARDS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Adverse, inclement weather conditions, use of power tools and equipment and confined space entry (training is provided). Some work requires exposure to potentially hazardous conditions such as working in traffic along roadways, working in trenches, handling chemicals.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.