

Worcester County Job Opportunities

- DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS – FLEET MANAGEMENT
- JOB TITLE:** VEHICLE AND EQUIPMENT MECHANIC INTERN OR APPRENTICE (PART-TIME)
- COMPENSATION:** GRADE 8/STEP 6 \$16.66 HOURLY UP TO \$10,000 ANNUALLY (ROUGHLY 600 HOURS)
- WORK LOCATION:** WORCESTER COUNTY FLEET MAINTENANCE, 6113 TIMMONS RD. SNOW HILL, MD 21863
- WORK SCHEDULE:** MONDAY-FRIDAY, 6:00AM TO 4:30PM (HOURS CAN BE FLUCTUATED)
- APPLICATION PERIOD: UNTIL FILLED- **THIS OPPORTUNITY IS OPEN TO ALL WORCESTER COUNTY HIGH SCHOOL STUDENTS****

Job Summary: This part-time entry level position will provide a broad learning experience to individuals seeking to advance their career in the automotive technician field. The individual will learn and assist with the daily functions of the department's various mechanic shops. Under the direction of the Senior Mechanic, this individual will assist in diagnosing, repair, and maintain 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, scan tools and AC recovery machine. This position will report to the Senior Mechanic but is under the direct leadership of the Fleet Management Superintendent.

General Requirements:

- Pre-employment background check
- Safety Sensitive position subject to Drug and Alcohol Testing.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

Duties and Responsibilities

- Performs comprehensive repair work ranging from preventive maintenance to major repairs and installations on all vehicles and equipment
- Diagnose, and repairs complex systems on vehicles and equipment, such as, fuel injection systems, ABS brake systems and electrical systems to include ignition and emission control systems
- Performs scheduled vehicle and equipment preventive maintenance inspections and service, such as engine oil and filter changes, transmission service, chassis lubrications, engine tune ups and replacement and of tires, brakes, batteries, belts, suspension parts, steering components, hoses and lights
- Repairs heating, cooling systems to include water pumps, radiators, cooling fans, blend doors, and heater fans
- Repairs air conditioning systems and is familiar with Freon recovery machines
- Welds exhaust systems and other metal parts
- Orders and stocks parts needed for vehicle and equipment repair:
- Complete written work orders and vehicle check lists
- Performs road service maintenance
- Applies acquired knowledge to increasing varied and complex tasks
- Perform duties independently and as part of a team
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back 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 the Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required

QUALIFICATIONS AND SKILLS:

- Valid driver's license and driving record of less than 4 points (MD)
- 6 months of vehicle or equipment repair and maintenance experience or equivalent training.
- Minor working knowledge of vehicle or equipment parts, components, 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 lead mechanic supervision.
- Oral and written communication skills sufficient to follow verbal and written instructions; road street signs; keep records and logs; complete written forms; and communicate effectively with others.
- 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 tools and equipment.

Known Hazards:

Adverse, inclement weather conditions, use of power tools and equipment. Some work requires exposure to potentially hazardous conditions such as working in traffic along roadways, handling chemicals, and adverse weather.

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 15 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 2024.

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.