

SNOHOMISH COUNTY INTERN JOB DESCRIPTION

TEMP - EQUIPMENT MECHANIC – AUTO INTERN

Spec No. 9166

BASIC WORK TO BE PERFORMED

Maintenance and repair a variety of light motor vehicles including various makes and models of automobiles, light trucks and vans.

PRIMARY JOB DUTIES

1. Troubleshoot, diagnose and repair a variety of defects, malfunctions and other problems in vehicle systems and components; repairs, rebuilds and/or overhauls brakes, cooling systems, drive train components, electrical components, engines, exhaust systems, hydraulic systems, suspension and steering systems, transmissions, and other assemblies, components and systems as necessary; replaces and/or rebuilds damaged or worn parts as required.
2. Operate a variety of shop equipment as necessary including electric and oxyacetylene welding equipment, electronic test equipment, front-end alignment equipment, sandblasting and painting equipment, tire mounting and wheel balancing equipment, plasma cutters, band saws, metal lathes, brake lathes, hydraulic presses, air conditioning and emission test equipment.
3. Fabricate machines, parts and electronics as necessary.
4. Perform a variety of preventive maintenance and service work on gasoline and diesel powered heavy equipment; tune and adjust engines, and replace worn parts as necessary; adjust brakes and clutches, align wheels, and perform other electrical, mechanical and hydraulic system adjustments as necessary; inspect, and safety check.
5. With immediate supervision, road test and operate vehicles and equipment on county public roads as necessary.
6. Repair dents, rust spots and other minor body damage as required; sand, primes and paint body surfaces as necessary; repair and/or replace damaged trim and accessories as necessary; replace broken windshields and other glass as required; may disassemble and rebuild garbage trailers, dump boxes and similar equipment, as required.
7. Performs field repair work as required.

OTHER JOB DUTIES

8. May perform any of the duties of an Equipment Service Technician.
9. May assist radio/radar technicians in installing and troubleshooting installed radar/radio units to include antennas.
10. May assist in “building” Sheriff and other specialty vehicles, including wiring, lighting, racks, cages, radar, radios, computers, and more.
11. May perform related duties as required.

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MINIMUM QUALIFICATIONS FOR PROGRAM ACCEPTANCE

Recommendation by the staff of an accredited automotive mechanic apprenticeship program and approval, after an interview, by the appropriate Fleet Shop Supervisor.

Mechanics/Students must be a minimum of 18 years old to be considered.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment. Applicants will be required to submit a three (3) year abstract of driving record.

A job offer will be conditioned on satisfactory results of a driver's abstract, pre-employment drug screening and applicants must successfully pass a criminal history background investigation.

INTERN PROGRAM GOALS

Increase intern knowledge of:

- the equipment, materials, methods, procedures and tools used in the maintenance and repair of light motor vehicles including a variety of makes and models of automobiles, light trucks and vans, including gasoline, diesel and hybrid powered;
- the theory and operating principles of internal combustion engines and hybrid engine systems, and related systems and components;
- the theory and operating principles of automotive electronics and related diagnostic equipment;
- current occupational hazards and safety rules and regulations; and
- use of various shop equipment; Fleet Management will provide required training as needed.

Increase intern ability to:

- troubleshoot and diagnose defects, malfunctions and other problems found in a variety of light motor vehicles, gasoline, diesel and hybrid powered, and determine the extent of repairs required;
- repair, rebuild and overhaul a variety of gasoline and diesel engines, brakes, cooling systems, drive train components, electrical components, exhaust systems, hydraulic systems, suspension and steering systems, manual and automatic transmissions, and other assemblies, components and systems found in light motor vehicles;
- repair accessories, minor body damage and broken glass on a variety of light motor vehicles;
- read, understand, interpret and work from service and repair manuals, manufacturer's bulletins, schematic drawings and related materials;
- read, understand and comply with safety rules and regulations;

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INTERN PROGRAM GOALS (Continued)

- use a wide variety of hand and power tools, electronic test equipment, welding equipment and supplies, and other diagnostic and repair equipment skillfully and safely under a variety of working conditions;
- operate a variety of automobiles, light trucks and vans skillfully and safely in a variety of traffic and weather conditions;
- perform strenuous physical work;
- follow oral and written instructions;
- establish and maintain effective work relationships with superiors, co-workers, employees of other county departments, and with vendors and representatives of other agencies.

PHYSICAL EFFORT

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing more than sixty (60) pounds.

SUPERVISION

The intern will report to and receive direction from an Equipment Maintenance Supervisor. The intern may also receive direction from Crew Chiefs and other technicians. Work can vary from routine maintenance such as doing minor tune ups, lube and tire work to doing a complete overhaul of an engine or transmission. The intern may carry out assigned tasks independently, but work will be spot checked for technical adequacy and for compliance with work orders and instructions. The intern is expected to be responsible for their work. They will not supervise any staff during the internship.

WORKING CONDITIONS

The majority of the work is performed in an equipment maintenance shop with field trips as necessary to repair disabled vehicles. The intern is exposed to dust, fumes, grease and inclement weather as well as hazardous chemicals and traffic.

Uniforms will be provided for intern use during the intern work period.

Interns are expected to provide their own hand tools; Fleet Management is not responsible for damage or loss of personally owned and used tools. Specialty tools will be provided as needed.

Intern working hours will be agreed upon between the intern and the appropriate Equipment Maintenance Supervisor.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: February 2010

EEO Category: 7 – Skilled Craft Workers

Pay Grade: Minimum Wage Scale - \$14.00 per hour