



HAYS COUNTY JOB POSTING

Job Title	Mechanic	Job Number	618-1060-081021
Department Head	Hays County Fleet Supervisor	Date Open	August 10, 2021
Salary Range Minimum	\$36,164.06 Annual	Application Deadline	Until Filled

In order to be considered for this job a completed HCSO Application must be submitted to **Hays County Sheriff's Office**

Find Hays County Employment Applications at:

- Hays County website – www.haycountytexas.com
- Pre-printed forms at the Hays County Sheriff's office
- Request PDF forms from sandra.galvan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 810 S. Stagecoach Trail, San Marcos, TX 78666
- Fax: 512-393-7879
- Email: sandra.galvan@co.hays.tx.us

For more information about this job or the application process call 512-393-7788.

Education and/or Experience

- Any combination of experience or training may be substituted on a year for year basis
- Requires High School Diploma or GED
- Requires three years' experience in automotive repair and maintenance
- Prefer trade certification from a trade school

Other Qualifications, Certificates, Licenses, Registrations

- Class C TX driver's license

Responsibilities

- Performs entry-level preventative maintenance on a variety of automobiles, vans, trailers, and light trucks, including emergency vehicles
- Performs minor body repairs
- Cleans and inspects parts
- Repairs and changes tires
- Installs and repairs emergency equipment such as light bars, sirens, two-way radios, and cages
- Performs preventative maintenance tasks including oil/filter changes, lubrication of parts, inspections/replacements of belts and hoses
- Test and operates equipment
- Follows safety regulations and guidelines
- Assists with data entry on Shop Bass
- Communicates all changes and problems to Fleet Supervisor
- Prepares work orders for vehicles
- Responds to inquiries from individuals and employees
- Performs other duties as assigned

Summary

Under general supervision, the Mechanic performs a variety of entry-level vehicle and/or equipment maintenance and repairs for the Hays County Sheriff's Office. The work encompasses the performance of separate tasks and procedures. This position effects the immediate staff of the Sheriff's Department and requires the timely provision of services to others. This position must have a strong work ethic. The Mechanic must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude, and have a proper attitude.

Individuals in this position serve at the pleasure of the current elected official.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.