

POSITION VACANCY

APPLICATIONS FROM THE GENERAL PUBLIC WILL BE
ACCEPTED BEGINNING NOVEMBER 6, 2025, THROUGH JANUARY 6, 2026.

(POSITIONS ARE OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

JOB TITLE: Mechanic, #11511

On-line: <https://www.co.wayne.in.us/jobs/index.php>

Date Posted: November 6, 2025
Department: Highway
Hours: 40 hrs./Full-time
Salary: \$28.45

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless accommodation would present an undue hardship.

Incumbent serves as Mechanic for the Highway Department, responsible for maintaining, servicing, and repairing County trucks and equipment.

DUTIES:

Performs preventative maintenance and adjustments on County vehicles, trucks and equipment, including but not limited to inspecting, greasing, changing oil and filters, brakes, tire rotation, and engine performance.

Diagnoses and repairs any breakdowns on County trucks, and equipment either in the field or at the shop.

Completes paperwork and orders parts as needed for job repairs.

Analyze road conditions for repair and maintenance.

Operates heavy equipment, including but not limited to, road grader, bulldozer, gradall, paver, chipper box, backhoe, front-end loader, asphalt distributor, excavator, roller and street broom.

Oversee and instruct a work crew in a variety of tasks, in an efficient way.

Maintain inventory of parts and equipment and ordering materials as needed.

Review garage invoices ensuring accuracy.

Performs building maintenance, including sweeping and cleaning garage/shop, removing trash and debris, maintaining organized toolboxes, painting, changing light bulbs, electrical and pipe repair.

Maintain and repair Road Signs at the shop and alongside the road.

Assists the Body Shop in performing body work on department trucks and equipment, including sandblasting, painting, welding and general maintenance.

Removes snow from County roads and applies sand/salt mixture to roads during the winter.

Install and maintain radio systems for the Highway Department vehicles and equipment.

Completes work order forms, activity reports and other necessary paperwork.

Assists the downtown County Garage mechanic when needed. This includes but not limited to:

- Performs preventive maintenance on various County vehicles, including but not limited to changing oil, filters, brakes, tire rotation and engine performance.

- Diagnosis problems with tires, electrical systems, brakes, body work, cooling systems, air conditioning, driveline suspension and engines on County vehicles. Obtains estimates for repairs as needed.

- Schedules and files work orders, maintains inventory and ordering supplies and parts as needed.

- Plans work assignments, providing training and corrective instructions as needed for assigned staff, including jail inmates, (Trustees) in cooperation with the Wayne County Sheriff's Dept.

- Minor repair and installation of emergency equipment in vehicles including but not limited to sirens, strobe lights, shot gun racks, computers, K-9 unit bail outs, electrical Works, radios and strikers.

Maintain IDEM Underground Storage Tank (UST) Operator Certification.

Maintains ASE Certification.

Install and maintain fuel tanks around the garage.

Serve on 24-hour call for emergencies from November through April.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED. Minimum of three years mechanical experience preferred.

Be a resident of Wayne County or live within 3 miles of the Wayne County line.

Must be at least 18 years of age.

Working knowledge of diesel/gas engines, electrical, hydraulic, air systems, welding, plumbing hydraulic systems, and mechanics.

Ability to obtain and maintain required certifications including ASE certification.

Working knowledge of and ability to make practical application of department and OSHA safety policies and procedures.

Working knowledge of mechanics, welding, car electrical and computer systems, and auto body painting.

Ability to understand and follow written and oral instructions/directions and appropriately respond to constructive criticism.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to operate hand and power tools and department equipment including, but not limited to, hammer, screw drivers, wrenches, drills, drill press, air hammer, air compressor, tire changer, brake lathe, parts washer, impact guns, air chisel, cut off tools, air ratchets, telephone, computer, tape measure, paint gun, battery charger, battery tester, fax machine, grinder, cutting torch, welding equipment, tap/die sets, mop, broom, and air conditioning recycle machine.

Ability to operate machinery/equipment, including but not limited to, backhoe, dump truck, snowplow, road grader, riding mower, tractor, front end loader, wrecker, and service truck.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work under time pressure, work rapidly for long periods of time, and work on several tasks at the same time.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan and layout work assignments.

Ability to compute/calculate such as project material needs and square footage.

Ability to provide public access to or maintain confidentiality of department information and

records according to State requirements.

Ability to prepare detailed reports, such as activity reports.

Ability to apply knowledge of people and locations.

Ability to meet all hiring requirements, including passage of a medical exam and drug test.

Ability to respond to emergency calls from an off-duty status.

Ability to occasionally work extended hours, weekends, and evenings. Possession of a valid driver's license, Commercial Driver's License (CDL) and demonstrated driving record.

II. RESPONSIBILITY:

Incumbent receives varied, relatively complex duties according to standard operating procedures or policy manuals. Incumbent's assignments and objective are set jointly by supervisor and incumbent with priorities determined by supervisor. Incumbent's duties require moderate care and skill to protect tools and equipment and prevent injury to self and/or others. Errors in incumbent's work are primarily detected or prevented through supervisory review and procedural safeguards.

Incumbent reports directly to Garage Foreman.

III. PHYSICAL EFFORT:

Incumbent's duties involve continuous physical exertion including frequent lifting moderate to heavy equipment, including standing/walking for long periods of time, working in cramped awkward positions for long periods, pushing/pulling objects, bending, crouching/kneeling,, reaching, close and far vision, color/depth perception, hearing mechanical sounds and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in a garage/shop and periodically outdoors/field and is frequently exposed to hazards normally associated with automotive repair, including heavy equipment, moving parts, noise, grease, chemicals, fumes, odors, dust, dirt, noise, confined areas, and working in high places, such as ladders, roofs, or bucket trucks. Incumbent is occasionally exposed to extreme temperatures, inclement weather, and traffic. Incumbent may respond to situations involving potential harm to self and others. Safety precautions must be observed at all times to ensure personal safety and the safety of others, including wearing protective clothing and equipment. Incumbent occasionally works extended, weekend and evening hours and responds to emergencies from an off-duty status.

APPLY AT: Wayne County Government
Human Resources Department
401 E. Main Street,
Richmond, IN 47374

On-line: <https://www.co.wayne.in.us/jobs/index.php>

***Wayne County Government is
An Equal Opportunity Employer***