

## **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC  
BEGINNING SEPTEMBER 18, 2025 THROUGH OCTOBER 18, 2025.**

**(POSITION IS OPEN FOR 30 DAYS UNLESS FILLED**

**PRIOR TO DEADLINE OR EXTENDED)**

**ON-LINE: <https://www.co.wayne.in.us/jobs/index.php>**

**JOB TITLE: Enforcement Mechanic, #10930**

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|---------------------|---------------------------|
| <b>Date Posted:</b> | <b>September 18, 2025</b> |
| <b>Department:</b>  | <b>Sheriff Department</b> |
| <b>Hours:</b>       | <b>40 hours per week</b>  |
| <b>Salary:</b>      | <b>\$28.45 per hour</b>   |

To perform this position successfully, an individual must be able to perform each essential duty 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 cause an undue hardship.

Incumbent serves as Enforcement Mechanic for the Sheriff's Office, responsible for maintaining, servicing, and repairing County vehicles and equipment.

### **DUTIES:**

Performs preventative maintenance and adjustments on County vehicles, including changing oil and filters, tune-ups, and grease checks.

Diagnoses and repairs any breakdowns on County vehicles and equipment at the garage.

Documents repairs and maintenance in approved County software.

Cleans garage/shop, including sweeping floor, removing trash and debris, and maintaining organized toolboxes.

Orders parts as needed for repair jobs.

Prepares new units for road readiness.

Coordinate with repair shops to equip or repair vehicles as needed, including transportation.

Attends training related to specialized equipment in police vehicles.

Provides repair and maintenance information needed to determine vehicle retention.

Monitor and coordinate vehicle recalls, including transportation.

Performs related duties as assigned.

## **I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Must be at least 18 years of age.

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

Working knowledge of and the ability to apply department and OSHA safety policies and procedures practically.

Basic knowledge of how to operate a computer to track maintenance and other fleet records.

Ability to understand and follow written and oral instructions/directions.

Ability to meet and continue compliance with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, personal conduct, and passage of a criminal background and drug test.

Ability to operate hand and power tools including, hammer, screw drivers, wrenches, drills, power saws, drill press, air hammer, air compressor, grinder, cutting torch, welding equipment, broom, and tap/die sets.

Ability to operate machinery/equipment including passenger vehicles, riding mowers, tractors, and forklifts.

Ability to operate specialized equipment such as a tire changer, tire balancing machine, and vehicle lift.

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, 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 lay out work assignments.

Ability to compute/calculate for projects, such as project material needs and square feet.

Possession of a valid driver's license and demonstrated safe driving record.

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

Ability to occasionally work extended hours, weekends, and evenings.

## **II. RESPONSIBILITY:**

Incumbent performs varied, relatively complex duties according to standard operating procedures or policy manuals. Incumbent's assignments and objectives 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 others. Errors in incumbent's work are primarily detected or prevented through supervisory review and procedural safeguards.

Incumbent will be bound by county policies and Sheriff's Office policies. Where Sheriff's Office policies are more stringent, Sheriff's Office policies will apply.

Incumbent reports directly to Sheriff's Office Fleet Manager.

## **III. PHYSICAL EFFORT:**

Incumbent's duties involve continuous physical exertion and frequently 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, and depth perception, hearing mechanical sounds, handling/grasping and 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, and confined areas. 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 may occasionally work extended hours.

**APPLY AT:**  
**Wayne County Human Resources**  
**Wayne County Administration Building**  
**401 East Main Street**  
**Richmond, IN 47374**

***Wayne County is an Equal Opportunity Employer***