



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **December 18, 2025**

Date Listing Will Close: **December 25, 2025 - 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Mechanic II**

Location /Department: **Sand Beach**

Salary: **\$23.46 Hr.**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription Qualifications /

Experience: See Attached Job Description

E.O.E. and A.D.A.

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

HARRISON COUNTY, MISSISSIPPI

JOB DESCRIPTION

JOB TITLE: Mechanic II

DEPARTMENT: Sand Beach Maintenance

FLSA STATUS: Non-Exempt

REPORTS TO: Director and Superintendent

POSITION CODE: 9102

MAINTENANCE REVIEW DATE: November 20, 2024

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those state in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to his job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: A Mechanic is responsible for the safe and efficient operation and maintenance/repair of medium equipment, fleet vehicles, grass cutting equipment, and other machinery used in the performance of routine maintenance activities at county facilities.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for maintenance/repair of equipment/machinery/vehicle fleet.
2. Operates light and medium duty trucks with trailers to transport equipment, materials, and supplies to work sites and department facilities.
3. Operates light earth-moving equipment, including small backhoe, bobcat, front-end loader, and a variety of grass-cutting equipment, as required for maintenance and development projects.
4. Operates other vehicles.
5. Loads and secures medium equipment on trailers for transport to job sites.
6. Drives trucks with trailers to transport medium equipment.
7. Performs preventative maintenance and makes repairs and adjustments to equipment; operates steam cleaner and water hose to clean equipment.
8. Operates hand and power tools, as required for maintenance and development projects.
9. Notifies Superintendent or Director of unusual situations and equipment malfunctions.
10. Operates truck with diesel tank to fuel up machines as required.
11. Records and maintains fuel/maintenance logs.
12. Monitors and maintains shop inventory.
13. Coordinates with Superintendent to establish and perform maintenance schedules.
14. Acquires estimates and quotes for repair/replacement parts and shop supplies.
15. Performs other related duties as required.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned by the Superintendent or Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of techniques of loading and transporting medium equipment.
- Knowledge of traffic and safety regulations.

- Knowledge of maintenance requirements for medium equipment.
- Knowledge in the maintenance and repair of trucks and trailers, lawn mowers, and other medium equipment.
- Knowledge of all related safety procedures.
- Skill in the operation of trucks, trailers, lawn mowers, and other medium equipment.
- Ability to perform work assignments in accordance with verbal and written instructions.
- Ability to assign and direct the activities of assigned staff.
- Ability to identify and brief the Director on obstructions and unusual problems at work sites.
- Ability to follow oral and written instructions.
- Ability to communicate effectively and orally.

These knowledge, skills, and abilities are usually, although not always, acquired through graduation from a standard High School or GED equivalent: at least three (3) years of experience in this or a related field; OR any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position. Incumbent must be willing to obtain necessary certifications, as required.

SALARY RANGE: \$23.46

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more	✓	
Work involves the operation of earth-moving equipment or commercial motor vehicles	✓	
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.	✓	
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor	✓	
Work involves climbing or running	✓	
Work involves stooping, bending, twisting, or reaching out in unusual positions	✓	
Works above ground or floor level, such as on stools or ladders	✓	
Works in a relatively high average temperature over a long period of time	✓	
Work involves considerable physical exertion of the whole body over a long period of time	✓	
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps	✓	

Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions	✓	
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts	✓	
Work in High, Precarious Places	✓	
Fumes or Dust	✓	
Toxic or Caustic Chemicals	✓	

