

## **Road Department Mechanic**

Blaine County has an opening in the Road Department for a Mechanic. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3<sup>rd</sup> floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at [www.blainecounty-mt.gov](http://www.blainecounty-mt.gov). All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office no later than **5:00 p.m. on July 20, 2018.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY  
POSITION DESCRIPTION**

**POSITION:** Mechanic

**DEPARTMENT:** Road Department

**ACCOUNTABLE TO:** Road & Bridge Supervisor

**SUMMARY OF WORK:** Repairs and maintains Road Department equipment and ensures equipment is in safe operating order.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs technical duties requiring the ability to operate, diagnose, repair and maintain equipment. Position does some field repairs which may require work outdoors in adverse weather conditions and extreme temperatures. Position is on-call for emergencies. Hazards of position include working with moving parts of heavy equipment, hazardous wastes, metal debris and hot surfaces, loud noises, welding fumes and flashes, power tools, high pressure air and hydraulics, and lifting heavy weights. Position may work in confined or tight spaces for repairs and maintenance. Requires adherence to safety measures.

**Skills:** This position requires skills in diagnosis and repair of all road related equipment; skills in metal fabrication/welding; reading wiring diagrams and schematics, lube charts and maintenance manuals.

**Knowledge:** This position requires knowledge of repair and maintenance of all types of equipment, engines, and vehicles; knowledge of welding, fabrication, electrical systems, brake systems, and machining practices. Knowledge of tools and equipment associated with operation, repair and maintenance of vehicles and equipment. Knowledge of heavy equipment capabilities and limitations. Knowledge of safety and first aid.

**Personal Contacts:** Daily contact with Road Department employees.

**Supervision Received:** Supervision from the Road and Bridge Supervisor by face to face contact, telephone and/or written memos.

**Essential Functions:** Position requires ability to communicate orally and in writing, evaluate, coordinate, analyze, calculate, read parts and maintenance

manuals, read micrometers and calipers, lift and maneuver tools and heavy parts to desired positions, weld, travel to sites, maintain records, operate heavy equipment and trucks, operate hand and power tools, work with pressure deadlines, and establish effective working relationships with fellow employees, supervisors and the public.

## **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE**

### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Diagnose equipment problems and trouble spots on equipment.
- Rebuild, replace or repair equipment parts – i.e. brakes, air-lines, hydraulic lines, electrical wire, light fuses, light breakers, etc.
- Arrange contact repairs when work cannot be handled in the shop.
- Locate and order parts needed to repair equipment.
- Contact vendors to check on availability and cost of parts.
- Operate heavy equipment to diagnose mechanical and electrical problems.
- Performs all types of maintenance, repair and overhaul of heavy and light machinery including brakes, motors, rear ends, transmissions, and equipment.
- Performs preventative maintenance on all vehicles and engines.
- Sees that equipment is either red tagged or repaired correctly.
- Repairs and does maintenance on equipment in a timely manner.
- Completes work orders with costs and list of work completed.
- Order supplies and keeps track of how many parts are on shelves, cleaning items, filters for equipment, tools, and special items.
- Keep shop tools in order and have a running inventory on them, making sure they are in good working order.
- **Must have a complete set of mechanics hand tools.** Road Department will have specialty tools – i.e. pullers, scanners, come-a-long, etc. The County will replace any tools that are broken on the job.
- Must be able to work overtime hours in case of emergency, follow patrols/plows during snow season, and work on break downs after hour to get it in a safe area.
- Have recommendations on equipment and tools for Road and Bridge Supervisor for the upcoming budget year.
- Must understand the rules and regulations on brakes systems, chemicals, etc, both in and out of the county shop.
- Must be able to do other duties as assigned by the Road and Bridge Supervisor and/or be able to help and learn more responsibilities as requested.
- Will assist with shop cleanup duties as needed.
- Will wash vehicles and trucks.
- Will paint some heavy equipment.
- Will operate portable welding equipment.
- Will lock up the shop and fuel tanks at night, as requested.

## **SAFETY:**

- Operate tools and equipment according to all safety procedures.
- Follow safety procedures on lifting, climbing and dismounting.
- Correct unsafe work conditions and discuss conditions as to what can be done to correct it with the Road and Bridge Supervisor.

**EDUCATION AND EXPERIENCE:** The above knowledge, skills and abilities are typically acquired through a combination of education and experiences equivalent to:

- Must have a High School Diploma or equivalent with additional auto vo-tech or motor school course work preferred.
- Must have on the job training with Master Mechanic preferred.
- Must have at least one (1) year experience in heavy equipment mechanics.
- Must have experience working on brakes, air systems, welding and safety related equipment preferred.
- First Aid Certification preferred.
- Must possess a valid state of Montana driver's license.
- Must be able to pass substance abuse testing, both pre-employment and random.
- **Must be able to obtain a commercial driver's license.**

## **JOB PERFORMANCE STANDARDS:**

- Evaluation of this position will be based primarily upon performance of the preceding requirements and duties.

Examples of job performance criteria include, but not limited to, the following:

- Performs assigned duties.
- Competently repairs and maintains all equipment for the road department.
- Knows and follows safety procedures regarding repair and operation of equipment and trucks.
- Safely operates hand tools and hand power equipment.
- Capably operates equipment for diagnosis of problems.
- Is able to be on-call and respond in a timely manner.
- Does repair and maintenance in a timely manner.
- Prepares and submits accurate and timely reports.
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.

## **WORKING CONDITIONS:**

- Moderate walking, standing, climbing, lifting heavy objects at times, carrying, stooping bending, kneeling and reaching.
- Be able to lift a minimum of 75 pounds.

- Work in different weather conditions; hot and cold inside and outside, with bugs and in rain, snow, sleet or the wind.
- Frequent exposure to exhaust fumes, welding fumes, gas and diesel fumes.
- Be around moving vehicles and heavy machinery.
- Able to order parts from the computer and understand functions of computers.