

# Fallon County Job Description

*Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services, and activities, in all aspects of employment without regard to race, color, creed, religion, political affiliation, sex, national origin, age, disability or genetic information or any other basis prohibited by federal, state, and local laws. Applicants with disabilities who need accommodation with the application or selection process should contact Human Resources.*

<b>Job Title: Mechanic</b>	<b>Department: Road</b>
<b>Reports to: Road Superintendent</b>	<b>Job Status: Full Time, Non-exempt</b>
<b>Location: Baker, Montana</b>	<b>Probationary Period: Six (6) months</b>

## **Job Overview**

This position performs mechanical repairs and maintenance on all County equipment including but not limited to heavy equipment, motor vehicles, small engine, and various type of grounds equipment. Responsible for ensuring all County equipment is operating efficiently and within manufacturer's specifications. Ensures shop practices are compliant with Department of Labor standards. Utilizes a variety of tools and diagnostic equipment. May operate a range of construction equipment and perform manual labor in the construction, repair, and maintenance of roads in Fallon County. This position will work in a variety of inclement weather conditions.

## **Essential Functions**

**Maintenance and Repair of County Equipment** – Responsible for the maintenance and/or repair of all County equipment including heavy equipment, motor vehicles, light duty vehicles, tractors, UTV's, ATV's, and grounds equipment such as mowers and weed eaters. May operate equipment or vehicle to identify problem or issue; travels to work sites as necessary to complete repairs. Completes a wide range of preventative mechanical tasks such as oil changes, lubrication, and visual inspections of entire vehicle/equipment. Performs mechanical repairs on all County equipment including general engine repair, brake cylinders and differentials, windshield replacement, hydraulic hose replacement, installation of bearings and brushes, overhaul of carburetors, alternators, batteries, headlights, taillights, blinkers, and mirrors. Performs maintenance of equipment at our Landfill facility and may be exposed to an array of potentially hazardous materials.

Records maintenance or repair activity for each vehicle/equipment on tracking sheets. Maintains shop inventory of various supplies including filter, oil, and mechanical parts. Orders parts and shop supplies as necessary. In absence of Shop Foreman, may order fuel. Schedules oil sampling per warrant and truck programs; this involves taking oil samples and mailing to the lab for evaluation. Reviews results and recommendations; formulates a plan to address identified issues.

Performs tire work, including repairing leaks, tire rotation, new tire installation, mounting, and balancing. Primes and paints various types of repairs on equipment, vehicles and/or projects. Performs repair of general body and fender damage; ensures metal work and fabrication tasks are efficient and safe.

Welds to repair variety of items including autogates, tub grinder, snowplow, and barn panels. Maintains the Courthouse generator; addresses problems/concerns and performs repairs. Completes shop inspections ensuring compliance with Department of Labor regulations and standards; implements changes and recommendations. Oversees monthly interstellar monitoring of fuel tanks. In the event of a leak, shuts system down, notifies the Superintendent.

Ensures a clean and safe workspace by performing general cleaning duties such as sweeping the shop, cleaning, and organizing tools. Cleans equipment and/or vehicles as necessary.

This position will receive training on the duties and responsibilities of the Lead Mechanic position to ensure consistent Shop operations.

**Road Work** – May operate and/or move equipment in response to staffing needs, weather issues and/or emergency response needs.

### **Competencies**

**The knowledge, skills, abilities and other characteristics to perform this work include but are not necessarily limited to: Accountability, Active Listening, Adaptability, Attention to Detail, Customer Service, Dependability, Flexibility, Initiative, Integrity, Interpersonal Relationships, Inventory, Map Reading, Mechanical Maintenance and Repair, Operation of Construction Equipment, Oral Comprehension, Oral and Written Expression, Problem Solving, Professionalism, Routine Manual Labor, Safe Work Practices, Teamwork, Tire/Wheel Safety, and Welding.**

This position requires extensive knowledge of gas and diesel mechanical maintenance, repair practices and techniques. Ability to learn and keep up to date with evolving technology; specifically, the ability to utilize various computer technologies and systems to diagnose and resolve mechanical issues. Must be able to communicate clearly and problem solve to identify mechanical issues. Considerable knowledge of hand and power tools including but not limited to wrenches, impact guns, screwdrivers, drills, saws, jacks, grinders, drill presses, hammers, scanners, windshield cutters, service truck cranes, cutting torches, and welders. Attention to detail when operating equipment and using tools. Ability to identify, learn and incorporate safe work practices in accordance with Department of Labor regulations. Willing to learn all aspects of the County shop operations. Ability to adapt to changing work routines and demands. Ability and willingness to demonstrate dependability and reliability to ensure continuity of services within our Shop. Will be trained on the duties and responsibilities of the Lead Mechanic. In the absence of the Lead Mechanic, will perform essential functions to support consistent Shop operations.

This position requires knowledge of manual labor including the use of shovels, weed eaters, chainsaws, and other tools as provided for the construction, repair, and maintenance of roads, cargates, culverts and road signs. Knowledge of the operation of specialized equipment including but not limited to a road patrol, snowplow truck, dump truck, tractor trailer, loader, crawler, packer, chipper, mower, and vehicle lift. Knowledge of tire, wheel, and split rim safety. Ability to read maps to determine road locations.

Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Ability to work independently, demonstrate calm and effective leadership. Communicate information and ideas in speaking so others will understand. Adhere to all safety and housekeeping standards established by the County and various regulatory agencies. Integrate safe work practices and uses required PPE in all tasks. Maintain a clean and orderly workplace.

Maintain an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Must listen actively to ensure effective and correct communication; able to interact with variety of personalities and the demands of the public. Respond to requests for service and assistance with courtesy and respect. Ability to follow instructions, respond to management direction, and take accountability for own actions. Able to adapt to changing work routines and demands. Listen to and understand information and ideas presented through spoken words and sentences. Accurate writing skills, utilizing appropriate grammar and spelling. Act with common sense and good judgment. Establish and maintain effective working relationships with other Fallon County employees and staff from outside agencies. Must work as team member for the betterment of the road department and Fallon County.

## **Safety**

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. Responsible for wearing suitable work clothes as determined by the Road Superintendent or Shop Foreman. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers, and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

This position primarily performs work in the County Shop; the work requires standing on cement for extended periods of time. May operate an assortment of heavy equipment. May perform work outdoors in a variety of weather conditions.

## **Required Education and Experience**

Employment with Fallon County requires a high school diploma or equivalent. Must be at least eighteen (18) years of age; possess or obtain a valid Montana Class A Commercial Driver's License (CDL) with current medical examiner's certificate within one (1) year of hire, and Montana Underground Storage Tank Certifications for a Class B Operator within six (6) months of hire. The above knowledge, skills, and abilities are typically acquired via an Associate degree/certification in automotive, diesel or heavy equipment repair or equivalent.

## **Preferred Education and Experience**

Six (6) months experience working in diesel, general automotive, and heavy equipment repair. Six (6) months welding experience and OSHA 10. A welding safety certification is a plus.

## **Additional Eligibility Qualifications**

This position requires a Montana Class A Commercial Driver License and is subject to pre-employment controlled substance testing and a motor vehicle driving history review. Upon employment, this position will undergo random, on-going alcohol and controlled substance testing and an annual motor vehicle driving history review.

## **Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse**

Fallon County is committed to adhering with all Federal and State statutes and regulations; we have therefore registered as an employer with the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse). In fulfilling our requirements as an employer, all applicants whose position requires a Commercial Driver License (CDL) must be a registered driver in the Clearinghouse and consent to a pre-employment query of the Clearinghouse.

## **Compensation**

The starting wage for this position is \$22.00 per hour. After successful completion of the probationary period and gaining permanent employment status, the wage will increase to \$23.00 per hour. Following an additional six (6) month period as a permanent employee, the wage will increase to \$24.00 per hour. Please note during this time period, an employee is not eligible for a COLA (Cost of Living Adjustment) as this is built into the wage steps.

This position requires enrollment in the Public Employees Retirement System with an established contribution rate for both the employee and the County.

**Position Type/Hours of Work:**

This full-time, non-exempt, permanent position typically works fifty (50) hours per week, 7:00 a.m. to 5:30 p.m., Monday – Friday, however, working beyond a (forty) 40-hour work week may be dependent upon on the needs of the Department. In accordance with County policy, hours worked in excessive of forty (40) within our established work week are compensated at time and a half. There may be occasions which require an employee to work on weekends, or extended hours during the week.

**Physical and Environmental Demands**

While performing the duties of this job, the employee is regularly required to speak or hear. The employee is frequently required to stand, walk on uneven surfaces, sit, bend, and reach with hands and arms. May be required to climb or balance and stoop, kneel, crouch, or crawl. May be required to lift up to seventy-five (75) pounds. Specific vision abilities include close and distant vision. Exposed to loud noise and various forms of pollution. Will work in a variety of weather conditions. Must utilize required personal protective equipment such as but not limited to welder’s mask, safety glasses, steel-toed boots, gloves, ear plugs/muffs and welding coat.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.*