



**SANDERS COUNTY
VACANCY ANNOUNCEMENT**

Position: Mechanic
Full Time Position: 40 hours per week - non-exempt
Department: Road Department – County Support – Plains
Salary: \$14.91 to \$20.19 per hour depending on level of experience
Closing Date: Friday, June 15, 2018 5:00 PM

Application Documents Required: Please contact Sanders County Job Services at 406-827-3472.

Job Summary: Full time Position. All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information. The Road Department within the County is responsible for maintaining roads and bridges and complying with the statutory requirements set forth for County road superintendents. Services include overseeing the design and reconstruction of existing roads and bridges; performing maintenance projects such as pothole repairs, chip seals, striping, signage, safety modifications, and drainage and storm water improvements.

Job Summary: Performs mechanics duties on specialized equipment, including the ability to diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as road graders, cranes, bulldozers, and conveyors, which are used on large scale public works projects. May be required to unload truck. An incumbent in this position is assigned to the road department and provides maintenance of heavy vehicles in public works and public improvement projects.

Successful Candidate must be able to:

- Perform repair and maintenance on specialized large scale public works equipment, including diagnosing, adjusting, repairing, or overhauling mobile mechanical, hydraulic, and pneumatic equipment, such as road graders, cranes, bulldozers, and conveyors; and repair and replace damaged or worn parts according to established procedures and safety guidelines.
- Dismantle and reassemble heavy equipment using hoists and hand tools; operate and inspect machines or heavy equipment to diagnose defects.
- Test mechanical products and equipment after repair or assembly to ensure proper performance and compliance with manufacturers' specifications.
- Clean, lubricate, and perform other routine maintenance work on equipment and vehicles; Read and understand operating manuals, blueprints, and technical drawings; overhaul and test machines or equipment to ensure operating efficiency.
- Fit bearings to adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment.
- Diagnose faults or malfunctions to determine required repairs, using engine diagnostic equipment such as computerized test equipment and calibration devices.
- Examine parts for damage or excessive wear, using micrometers and gauges.
- May perform light engine repair, including county vehicles such as automobiles, light trucks, and Sheriff's vehicles; perform routine maintenance such as cleaning and oiling parts, honing cylinders, and tuning ignition systems.
- Record repairs made, time spent, and parts used according to established procedures.
- Obtain problem descriptions from customers, and prepare time and cost estimates for repairs.

- Test and inspect engines to determine malfunctions, to locate missing and broken parts, and to verify repairs, using diagnostic instruments.
- Repair or replace defective parts such as magnetos, water pumps, gears, pistons, and carburetors, using hand tools.
- Show county operators how to maintain equipment. Performs scheduled maintenance in a timely manner. Maintains a variety of records relating to regular preventative maintenance activities, including repairs and oil samples. Maintains equipment and tools properly. Performs routine inspections on all equipment.
- Backs-up County Operators with operating equipment when necessary throughout the county. Assists in emergencies when needed.
- Proficiently operates all the welding equipment listed; maintains accurate records of welding duties performed.
- Completes equipment repairs (gas and diesel powered vehicles and construction equipment). Operates light and medium sized construction and power equipment listed; maintains a clean, neat and well-managed repair shop and yard.
- Maintains an adequate inventory of all necessary disposable shop supplies; an adequate inventory of consumable construction/vehicle items: wiper blades, filter, lubricants, belts, fluids, tires, tubes, etc.; supply of regularly used equipment parts: welding supplies, bolts, washers, electrical supplies, etc.
- Responds to the needs of the county employees regarding repair, maintenance or technical support in a friendly, professional and expeditious manner. Answers incoming telephone calls and provides information in a professional manner.
- Operates all equipment in a safe and prudent manner. Maintains awareness of other vehicles, people and other safety hazards near work sites. Wears appropriate safety goggles, hard hat or clothing to maintain safety on the job site. Performs all duties in conformance to appropriate safety and security standards. Reports any accidents or injuries immediately to the Road Department Foreman.

Education and Experience:

The job requires education and experience equivalent to graduation from high school, and 3 to 5 years demonstrated experience on small and large engine repair. Experience operating heavy equipment preferred. An incumbent in this position is required to obtain a valid Montana Driver's License and maintain a safe driving record.

This position requires mechanical knowledge of machines and tools, including their designs, uses, repairs, and maintenance. Knowledge of diagnostic tools, engines, automotive repairs, and engine designs.

This position requires skill in the use of diagnostic and automotive repair tools and skill in monitoring gauges, dials, or other indicators to make sure a machine is working properly. These include, but are not limited to, brazing equipment, flame cutting equipment, gas welders, oxyacetylene welding equipment, channel lock pliers, hose-clamp pliers, locking C-clamp pliers, vise grip pliers, impact air wrenches, pneumatic ratchets, pneumatic wrenches, screwdrivers, brake bleeder wrenches, breaker bars, crowfoot wrenches, flare nut wrenches.

This position requires the ability to have manual dexterity to apply torque and other specific physical traits to properly large and small engines.

Knowledge, Skills and Abilities

- Basic knowledge and understanding of diesel engine. Knowledge of the operation of hand and power tools.
- Ability to follow safety procedures. Ability to understand and follow written and oral instructions.
- Ability to work various days, extended hours and shifts; communicate effectively verbally and in writing. Knowledge of State and Federal Safety Codes.
- Ability to observe proper safety precautions; perform heavy manual tasks under varying weather conditions; to drive and operate a variety of equipment under varying conditions.