



SANDERS COUNTY VACANCY ANNOUNCEMENT

Position: Mechanic / Operator
Full Time -- 40 Hours/week
Department: Foreman – Road Dist. 3
Salary: Starting at \$21.00/hour, depending on experience
Closing Date: Monday, June 6, 2022 10:00 a.m.

Application Documents Required: Please contact Sanders County Job Service at 406-382-3045.

Work Unit Overview: 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.

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.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Performs Mechanics duties based shop on workload and required need of Operator needs for road work; seasonal need – about 60% overall time annually.
 - 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.
 - 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 and Leadmen 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.
- Performs Operator duties based road duty workload and required need of Shop duties; seasonal need – about 40% overall time annually.
- Receive and review work assignments and coordinate with other equipment operators and the supervisor to determine the time, equipment, and personnel necessary to complete road maintenance, repair, and construction projects.
- Maintain, repair, and construct roads according to project specifications, engineering standards, and County requirements. Exam road surfaces, sub-grade, drainage, right-of-way, and other components; and determine appropriate methods, tools, and equipment to complete projects.
- Operate specialized heavy equipment including graders, backhoes, loaders, dump trucks, and/or others. Calibrates, operates, and monitors the use of heavy equipment and tools to ensure safety and effectiveness.
- Provide manual labor support in transporting equipment and materials; clearing roadsides and drainage features; preparing, applying, and finishing asphalt surfaces; digging holes and ditches; trimming and cutting trees and shrubs; traffic control; and related activities.
- Monitor project sites and work activities to ensure compliance with safety protocols related to the public, project crews, heavy equipment and tools, traffic control, materials, and other considerations. Resolve minor safety issues or deficiencies and refer major problems to supervisor.
- Conduct road inspections within a designated area/route to identify ongoing maintenance needs, perform minor repairs, clear debris or obstructions, install/modify signs or markers, etc.

- Provide routine and emergency winter maintenance services to remove snow, ice, and debris from roadways. Ensures safe and effective use of plows, chemical de-icer, grit material, and power tools during maintenance activities. The job is required to be on-call during storm cycles.
- Inspect tools and equipment to ensure the safe and effective operation of mechanical and electronic components. Check fluids, lights, tires, and other parts/materials; complete routine maintenance and repairs; and refer major problems to mechanics.
- Dutifully performs all of the responsibilities or tasks assigned by the immediate supervisor. Operates trucks of various sizes and weights in the loading, hauling and unloading of various materials, equipment and supplies. Personally operates small equipment and tools in the daily maintenance functions.
- Regularly cleans and lubricates equipment as appropriate. Performs routine inspections and preventative maintenance on assigned equipment. Refers defects or needed repairs to foreman or mechanic.
- Operate a tractor-trailer truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW) for official county public works and sanitation operations according to established safety procedures and applicable rules and laws. This includes loading vehicles and delivering materials to job sites, removing debris, and operating related mechanical equipment such as backhoes, forklifts, etc.
- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order. Maneuver trucks into loading or unloading positions, follow signals from loading crew and check that vehicle and loading equipment are properly positioned.
- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations. Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Secure cargo for transport, using ropes, blocks, chains, binders, or covers. Drive trucks to weigh stations before and after loading and along routes to document weights and to comply with state regulations.
- Inventory and inspect goods to be moved to determine quantities and conditions.
- Obey traffic laws and follow established traffic and transportation procedures.
- Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.
- Report any mechanical problems encountered with vehicles. Report delays, accidents, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios.
- Operates all equipment in a safe and prudent manner. Maintains awareness of other vehicles, people and other safety hazards near work sites. Controls traffic at 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.
- Backs-up other Equipment Operators, as needed. Performs semi-skilled carpentry work as required. Paints, cuts brush, fixes cattleguards, pulls ditches and falls trees safely.
- Greets the public in a friendly manner. Answers the public's questions and/or routes to appropriate personnel. Maintains professionalism by exercising tact and courtesy at all times.

Non-Essential Functions:

- Practices customer service in all dealings with other county employees, vendors, and the public.
- Conducts special assignments as instructed to meet a need within county government operations.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, and hear.
- Required to use hands and arms in handling, installing, positioning, and moving materials, and manipulating items.
- Must routinely lift and/ or move up to 40 pounds.

- Routinely required to stand for long periods of time. Required to complete physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work occurs in county buildings and in public roadways.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*

The primary function of this job is not in a supervisory capacity; an incumbent may be asked to train newer employees.

Knowledge, Skills, and Abilities:

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.

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.

Requires education and experience equivalent to three (3) years' experience in heavy equipment operations, road/bridge construction, or a related trade/technical field. Equivalencies include completion of a heavy equipment operator certification or apprenticeship, and two (2) years road/bridge construction experience.

Requires a Class A CDL, Type 1 driver's license with air brake endorsement (or the ability to attain one within 90 days of hire). Requires completion of the following training/accreditations within six months of hire:

- Flagger Certification
- First Aid/CPR
- Work Zone Safety Training

Health and Safety Responsibility:

The safety and health responsibilities described herein are representative of those an employee will be responsible/accountable for while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Carry out work in a manner so as not to create a health and safety hazard to yourself or others; suggest ways to eliminating hazards.
- Assist in the reduction and controlling of accidents and illness producing conditions in work area by routinely conducting a visual inspection of the work area to identify unsafe work conditions and report time immediately to department supervisor.

- Advise co-workers when he/ she is participating in an unsafe work practice. Report any unsafe work practices immediately to supervisor.
- Report any incidents, near misses, injuries, or illnesses to immediate supervisor.
- Use the correct tools and equipment for the job includes use of the required safety equipment and protective clothing.
- Develop a personal concern for health and safety -- for yourself and for others, particularly new employees.

- Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
- Co-operate with health and safety committee members and representatives.
- Should an injury occur during the course of the workday, report to your Supervisor and complete written Report of First Injury by the end of the work shift on the day injury occurs. Failure to complete and submit Report of First Injury that occurs during a work shift may result in progressive discipline being initiated.