

Murray County Position Description

Mechanic

Classification: Mechanic

Department: Murray County Highway Department

Location: Slayton

Reports to: Mechanic - Shop Foreman

Employment Status: Regular Full Time

FSLA Classification: Hourly/Non-exempt

Appointing Authority: Board of Commissioners

Position Purpose

This position performs semi-skilled and skilled mechanical work on various highway maintenance vehicles and related equipment. It also performs the duties of Maintenance Worker as assigned.

Major Challenges

Major challenge is to diagnose and repair trucks and equipment, rebuild equipment, repair leaks in hydraulic systems, malfunctions in engines, transmission and rear ends, welding.

Essential Duties And Responsibilities

- The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
- Diagnose and troubleshoot problems on light, heavy, and specialized highway maintenance equipment.
- Perform mechanical and electrical repairs, replacements, and/or modifications on light, heavy, and specialized highway maintenance equipment.
- Pick up parts, supplies, and other shop and equipment related items.
- Fabricate metal parts to make repairs and/or to outfit equipment to be used for the highway department.
- Perform duties of Maintenance Worker as directed by the Maintenance Supervisor.
- Perform annual MN certified commercial vehicle inspections.
- Maintain grounds by mowing, trimming and snow removal.
- Load culverts, signs, posts and materials sold to other entities.
- Perform annual inventory of shop & highway equipment and supplies.
- Work with Maintenance Supervisor and Accountant to verify inventory quantities.
- Performs certain administrative duties of the Lead Mechanic in his/her absence.
- Perform other job related duties as assigned or apparent.
- Assist other county departments with other repairs as required.
- Other duties as assigned or apparent.

Job Activities

Percent of Job	Major Activity
25%	Diagnose and troubleshoot problems on light, heavy, and specialized highway maintenance equipment
50%	Perform mechanical and electrical repairs, replacements, and/or modifications on light, heavy, and specialized highway maintenance equipment
10%	Fabricate metal parts to make repairs and/or to outfit equipment to be used for the highway department
5%	Perform annual MN certified commercial vehicle inspections
5%	Maintain grounds by mowing, trimming and snow removal
5%	Load culverts, signs, posts and materials sold to other entities

100% Total

Minimum Qualifications

A.S. Degree in heavy equipment and truck maintenance or related field and two (2) years of progressive qualified work experience in similar field. Or an equivalent combination of education and experience sufficient to perform the essential functions of the job.

Required Certifications/Licenses

- Maintain certification as a Minnesota commercial vehicle inspector.
- Possess a valid Minnesota Commercial Class A driver's license at time of application; The Class A driver's license must be maintained throughout employment;
- Must possess or be able to obtain within (6) months of employment air brake and tanker endorsement. This license must be maintained throughout employment. Must be able to obtain and maintain other endorsements as deemed necessary.
- Must be able to obtain the following certifications within one (1) year of employment and maintain such license.
 - Air and hydraulic brake Certification
 - Air Conditioning Certification
 - Fork lift Certification
 - Crane Certification

Required Annual Training

- Applicable OSHA/MSHA training
- Fire Extinguisher
- Right To Know, Lock Out – Tag Out

Knowledge, Skills, Abilities

1. Knowledge of the practices, methods, tools and materials, used in the maintenance and repair of automotive, maintenance, construction, and related equipment.
2. Ability to maintain regular and timely work attendance.
3. Ability to communicate effectively and courteously with the general public and other staff in person, over the phone, and through written correspondence.
4. Ability to establish and maintain effective working relationships with other staff from the County and other governmental agencies.
5. Knowledge of the operating principles of gasoline and diesel engines, and of mechanical components of automotive, maintenance, construction, and related equipment.
6. Knowledge of the occupational hazards and safety precautions of equipment repair work.
7. Ability to perform manual labor associated with major mechanical repair work on related equipment.
8. Ability to follow instructions.

9. Skill in the use and care of tools, equipment and materials used in the maintenance and repair of automotive, maintenance, construction and related equipment.
10. Ability to read blueprints, schematics, wiring and other repair diagrams.
11. Ability to use a personal computer for e-mail, spreadsheets, letters, repair and parts manuals, ordering equipment, parts, and other miscellaneous items as required.
12. Ability to troubleshoot and diagnose and repair equipment problems.
13. Ability to safely operate equipment that is in need of repair.
14. Knowledge of commercial vehicle safety requirements.
15. Knowledge of modern vehicle and equipment systems, including electronic, electrical, hydraulic and mechanical systems.

Decision Making/Freedom to Act

None.

Working Conditions

The noise level in the workplace is loud.

Duties performed that are affected by the environmental conditions are welding, straightening out equipment (plows, one-ways, etc.).

Physical Requirements

- Hear and speak effectively to communicate by phone or in person with other county staff (road maintenance and construction, traffic engineering, building maintenance, clerical) and the public.
- Apply manual dexterity to make repairs on equipment, operate the equipment.
- Apply visual acuity to read computer screens, blueprints, schematics and printed instructions, and examine equipment in poorly lit conditions in order to make required repairs.
- Apply physical coordination in order to handle tools and equipment used to perform maintenance and repair work; safely operate equipment being repaired.
- Requires crawling under and climbing on equipment to make repairs.
- Ability to stand, bend and/or stoop for long periods each day to make repairs.
- Also requires, kneeling, crouching, reaching, sitting, walking, pushing, pulling, grasping, feeling, and repetitive motions.
- Strength to lift and carry tools, equipment and materials weighing up to 100 pounds.
- Ability to perform strenuous mechanical and manual labor often in inaccessible spaces.

Equipment Operation

Hand and power tools, Heavy equipment (trucks, snowplow, motor grader, loader, backhoe, tractors, and other machines required for highway maintenance), Specialized highway maintenance equipment (bituminous distributor, melter/applicator, patching truck, etc.), Light equipment (pickups, chainsaws, weed trimmers, etc.), shop equipment (Diagnostic tools, welders, gas torch, and Standard office equipment (computer, copier, phone, two-way radio, etc.).

Accountabilities Shared By All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values.
2. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
3. Develops respectful and cooperative working relationships with co-workers.
4. Informs the Lead Mechanic of all important matters pertaining to assigned job responsibilities.
5. Seeks opportunities for further personal growth and development.
6. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
7. Complies with all rules and policies in order to maintain a safe work environment.

Supervisory Responsibilities

None.

Additional Comments

Keep Lead Mechanic and Maintenance Supervisor informed about major equipment breakdowns & repairs/orders. Share shop work status on equipment.

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Murray County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.