



POSITION: Mechanic

DEPARTMENT: Highway

CLASSIFICATION: Position is based on a 40 hour work week. Covered under the collective bargaining agreement between Pipestone County and AFSCME, Local 2424. FLSA non-exempt.

NATURE OF WORK: Position is responsible for skilled mechanical work in the maintenance of county-owned vehicles and special equipment. Duties include repairing and maintaining vehicles and other county-owned equipment, building or remodeling special equipment, and procuring parts. Position exercises independent judgment as to method of repair on most assignments, but is under the supervision of the Maintenance Supervisor. Work is reviewed and evaluated in progress and upon completion.

AUTHORITY:

Hired by the Engineer with County Board approval. Subject to a six month probationary period, pre-employment criminal background check, pre-employment drug testing, physical examination and driving record check.

LEGISLATIVE REQUIREMENTS:

Subject to Pipestone County drug and alcohol testing program.
Must have Class A CDL.

RELATIONSHIPS:

Reports orally to Maintenance Supervisor/Engineer on a daily basis.

BASIC QUALIFICATIONS:

- High school graduate/GED.
 - Minimum of two years post-secondary training in repair and maintenance of gasoline and diesel engines, to include automotive, light and heavy equipment, and a minimum of three years of repair and maintenance experience with variety of equipment, or an equivalent combination of training and experience deemed acceptable by Pipestone County.
 - CPR & First Aid training preferred.
 - Department of Transportation Vehicle Inspector or ability to acquire within the probationary period.
 - Current Class A CDL required or the ability to acquire it within the probationary period.
 - Response time maximum of 30 minutes from residence.
 - Basic computer skills.
- Skills: Welder, power and hand tools
Testing equipment - air conditioning, hydraulic systems, engines, scan tools
- Personal: Dependable, organized. Physically able to perform manual work as described herein, to follow oral and written instructions, and to establish and maintain effective working relationships with the public, salespeople, and co-workers.

SPECIFIC DUTIES/RESPONSIBILITIES: Includes, but not limited to the following:

Essential Duties:

- Repairs, maintains, and adjusts automotive, maintenance, construction, and specialized equipment. Includes overhauls, replacement of parts and tires, tune-ups on highway equipment, county ambulances, sheriff's vehicles, courthouse, extension, zoning cars. Diagnoses problems and decides best manner of repair. Repairs and maintains various smaller equipment throughout county facilities.
- Certifies all necessary highway department vehicles according to Mn/Dot inspection requirements.
- Obtains prices and compares quality of products or services for replacement parts, inventory supply, or major repair work through personal or phone contact with sales people. Authorizes routine purchases and makes recommendations regarding larger or unusual purchases.
- Builds or remodels special equipment to meet departmental needs. Determines need and designs equipment.
- Operates light and/or heavy maintenance equipment on an emergency basis or as requested.
- Audits monthly bills for inventory supplies and repair services.
- Assists Engineer in preparing bid specifications for equipment purchases.
- Maintenance and repair of County buildings and grounds.
- Maintains equipment maintenance and inventory records.
- Maintains current licenses, registrations and certifications as required by the department.
- Observes prescribed health and safety precautions in the performance of all tasks, utilizes appropriate protective clothing, materials and equipment.

Additional Duties:

- Provides assistance/information to the public regarding department services and policies.
- Performs other related work as required.

Access to Not Public Data

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 Ch. 13 Minnesota Government Data Practices Act.

Physical Requirements: In a typical 8 hour day this person sits 1 hour, stands 4 hours, and walks 3 hours. Notable physical demands include: (1)frequent bending/stooping, squatting, crawling, climbing, reaching, crouching, kneeling, pushing/pulling, and twisting; (2)frequent lifting/carrying of up to 35 pounds, occasionally to 100 pounds; (3)hands are involved in grasping and manipulating mechanical tools; (4)work is performed from ankle to head height; (5)frequent need to hear normal conversation, seeing with far acuity and full field of vision; (6)continuous need to see with near acuity. Work involves potential exposure to moving machinery, physical elements, and chemical agents. Work may be performed in the shop or at the road site.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all duties performed by personnel so classified.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.