



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Light Duty Mechanic/Machinist** Salary: **\$27.49 per hour/\$3.86/hr.** deferred to union pension
Schedule: **Full-time with benefits** Closing Date: **Open Until Filled**
Department: **Public Works** Department Administrator: **Les Payne**

Education/Experience/Training:

- Associate Degree in Automotive Mechanics **and** 4 (four) years of relevant experience.
- **Or** 6 (six) years of relevant experience in automotive mechanics.
- Heavy Truck Diesel Mechanic preferred but not required.

Certifications:

- Valid Class A Commercial Driver's License, Manual Transmission, Air Brakes, Trailer >10,000 lbs. and Tank Endorsements issued by the State of Montana or be able to obtain and maintain such Licensure within six (6) months of start date.

Applicants may submit an out of state class A license or equivalent but will required to obtain a Montana Class A license within 6 (six) months of date of hire.

Each applicant is required to submit the following:

- ✓ Completed Cascade County Employment Application
- ✓ Copy of valid Commercial Driver's License Class 'A' Manual Transmission, Air Brakes, Trailer >10,000 lbs. with Tank endorsement.

JOB SUMMARY

The Light Duty Mechanic (Mechanic) at the Cascade County Public Works Department (PW) will perform routine maintenance and repairs on an assortment of Cascade County's fleet vehicles and equipment. Experience with heavy-duty diesel semi tractors and other equipment, including but not limited to dozers, loaders, motor graders, skid steers, backhoes, trailers, and the similar experience is beneficial. The Mechanic is required to provide a Journeyman's assortment of hand tools as outlined in the Public Employee's Craft Council Contract in order to perform daily duties (Six hundred dollars (\$600.00) per year tool allowance is provided). The Mechanic is required to perform skilled labor in the timely maintenance and servicing of County vehicles and equipment, identify sources of mechanical failure and to service, repair and overhaul equipment and machinery, demonstrate a working knowledge of automotive maintenance and repair and a strong background working with electrical systems, perform light to medium welding and fabrication of special equipment. The Mechanic is further required to safely operates a forklift, perform strenuous physical labor using tools to make mechanical repairs, modify existing equipment and plumb vehicle spray equipment, keep detailed, accurate records of repairs and services on all vehicles and equipment, conduct inventory of shop equipment and parts, including detailed records of supplies used, purchase parts, materials and tools, operate vehicles and equipment as needed in a safe and prudent manner, retrieve disabled vehicles with wrecker, conduct field repairs of vehicles and equipment, communicate and coordinate people and activities while making sound decisions and exercising sound judgment, maintain an organized, safe and healthy work and shop environment, ensure strict compliance with all safety, security, cleanliness, environmental and HAZMAT/OSHA regulations and perform other duties as required or assigned. The Mechanic may involve periodic weekend and evening callouts.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Provides a Journeyman's assortment of hand tools as outlined in the Agreement between Cascade County and Public Employees' Craft Council in order to perform daily duties of vehicle and equipment maintenance; Performs skilled labor in the timely maintenance and servicing of all department vehicles and equipment; Ability to identify sources of mechanical failure and to service, repair and overhaul equipment and machinery; Shows a working knowledge of automotive maintenance and repair and a strong background working with electrical systems; Performs light to medium welding and fabrication of special equipment; Safely operates a forklift; Performs strenuous physical labor using tools to make mechanical repairs, modify existing equipment and plumb vehicle spray equipment; Keeps detailed, accurate records of repairs and services on all vehicles and equipment; Conducts inventory of shop equipment and parts, including detailed records of supplies used, purchases parts, materials and tools; Operates vehicles and equipment as needed in a safe and prudent manner; Retrieves disabled vehicles with wrecker; Conducts field repairs of vehicles and equipment; Communicates and coordinates people and activities while making sound decisions and

exercising sound judgment; Interacts and communicates with co-workers, other County personnel and the general public in a professional, effective and respectful manner; Involves exposure to solvents, dangerous fumes, sparks from grinding, welding and cutting and exposure to pesticides and other chemicals; Maintains an organized, safe and healthy work and shop environment, ensuring strict compliance with all safety, security, cleanliness, environmental and HAZMAT/OSHA regulations; Limited exposure in the field to poisonous snakes, stinging insects, ticks and poisonous plants; Performs other duties as required or assigned.

Knowledge and understanding of:

Automotive and equipment maintenance practices; Welding and fabrication; Operating a forklift; Electrical wiring, and electric diagnostic tools such as computer scanners and lab scopes; Plumbing of spray equipment; All phases of mechanics and operating machinery; County policies procedures, standards and guidelines; County/PW safety policies, procedures, standards and guidelines; HAZMAT/OSHA rules, regulations, standards and guidelines; Knowledge of auto body repair and painting a plus.

Ability to:

Identify sources of mechanical failures; Service and repair department vehicles, small engines and pump systems; Keep detailed maintenance records; Perform strenuous physical labor; Follow safety practices; Communicate in a professional, effective and respectful manner, both verbally and in writing; Establish professional and effective working relationships with fellow employees, supervisors and the public; Periodically work weekend and evening callouts; Maintain multiple projects, prioritize work orders and jobs; Exercise independent judgment in prioritizing work requests; Prioritize response to emergency situations; Perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

This position is covered by and subject to the Collective Bargaining Agreement by and between Cascade County and Public Employees' Craft Council.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER