



CASCADE COUNTY

Job Vacancy Announcement

All application materials may be submitted to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications are available at www.cascadecountymt.gov or at the Cascade County Human Resources Department or Job Service.

Position: **Heavy Duty Mechanic**
Schedule: **Full-time with Benefits**
Department: **Public Works**

Salary: **\$28.59 per hour/\$3.96/hr.** deferred to union pension
Closing Date: **Open Until Filled**
Department Administrator: **Les Payne**

Each applicant is required to submit the following:

- ✓ Completed Cascade County Employment Application.
- ✓ Copy of valid Commercial Driver's License Class 'A' with Tank endorsement. 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.

Education/Experience/Training:

- Two (2) years of formal vocational training and certification **required.**
- **Or** a combination of at least four (4) years of work experience in Heavy-Duty/On Hwy Truck/Off Road Equipment/Automotive repair or maintenance related field **required.**
- Clean driving record **required.**

This position is subject to the Cascade County Drug and Alcohol Testing Policy, which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

JOB SUMMARY: The Heavy-Duty Mechanic (Mechanic) at the Public Works Department (PW) performs routine maintenance and repairs on an assortment of PW diesel semi-tractors and trailers and heavy-duty equipment, including but not limited to, dozers, loaders, motor graders, skid steers, backhoes and various light vehicle automobiles, which requires this position 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. A six hundred dollar (\$600.00) per year tool allowance is provided. This position will also perform daily routine maintenance on heavy-duty diesel, gas equipment and light duty vehicles, perform maintenance and skilled labor in the timely maintenance and servicing of all department vehicles and equipment, identify sources of mechanical failure to service, repair and overhaul equipment and machinery, work with electrical and hydraulic systems, perform light to medium welding and fabrication of special equipment, operate a forklift, perform physical labor, use tools to make mechanical repairs and modify existing equipment, maintain detailed and accurate records of repairs and service on all vehicles and equipment, conduct inventory of shop equipment and parts, including detailed records of supplies used, purchase parts, materials and tools, operate a variety of vehicles and equipment as needed, conduct field repair of vehicles and heavy equipment, interact and communicate with other individuals to coordinate work activities and tasks, work with solvents, pesticides and other chemicals requiring adherence to safety practices and procedures, may involve periodic weekend and evening callouts and perform other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: Provide and maintain 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, perform skilled labor in the timely maintenance and servicing of all Fleet vehicles and equipment, ability to identify sources of mechanical failure 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, safely operate a forklift, perform strenuous, physical labor, use 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, purchases parts, materials and tools, operate vehicles and equipment in a safe and prudent manner, operate equipment as needed, retrieve disabled vehicles with wrecker or conduct field repairs of vehicles and equipment, interact and communicate with other individuals to coordinate work activities and tasks while making good decisions and exercising good judgment, work with solvents, dangerous fumes, sparks from grinding, welding and cutting, pesticides and other chemicals in a safe and prudent manner, perform duties and responsibilities safely and effectively in various outdoor conditions and environments, maintain an organized, safe and healthy work and shop environment, ensure strict compliance with all safety, security, cleanliness, environmental and HAZMAT/OSHA rules and regulations, may involve periodic weekend and evening callouts, perform other duties as required or assigned.

Knowledge and understanding of: Automotive and equipment maintenance practices, welding and fabrication techniques, forklift operation, electrical wiring and electric diagnostic tools such as computer scanners and computer laptops, plumbing of spray equipment, all phases of mechanics and operating machinery, auto body repair and painting.

Ability to: Identify sources of mechanical failures, service and repair department vehicles, small engines and pump systems, compile and maintain detailed maintenance records, perform strenuous physical labor, follow safety practices, interact and communicate with fellow employees, supervisors and the public in a professional, effective and respectful manner, establish and maintain effective working relationships with fellow employees, supervisors and the public, periodically work weekend and evening callouts, maintain multiple projects, prioritize work orders and jobs, utilize Computerized Maintenance Management System software in writing work orders, 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 and subject to the Collective Bargaining Agreement by between Cascade County, Montana and the 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