



POSITION OPENING

POSTING DATE: April 4, 2018

DEPARTMENT: Highway

POSITION TITLE: Mechanic

HOURS: Full-Time (40 HR/WK)

AFFILIATION: Union-Teamsters Local 627

WAGE: \$26.36/HR

APPLICATION DEADLINE: April 22, 2018

Interested candidates should submit a resume and a County Employment application to:

Tazewell County Highway Department
21308 Illinois Route 9
Tremont, IL 61568

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the under "How Do I .. Apply for a Job?."

Tazewell County is an Equal Opportunity Employer

JOB TITLE: MECHANIC
DEPARTMENT: Highway
REPORTS TO: Maintenance Supervisor and County Engineer
STATUS: Teamsters Local 627
PREPARED: April 13, 2014

POSITION OBJECTIVE:

1. To repair and maintain all County Highway Department vehicles and construction equipment and to keep all vehicles serviceable through proper maintenance.
2. To maintain department vehicle records.
3. To maintain a proper inventory of parts, lubricants, fasteners, lubricants, and tools to repair and maintain vehicles and equipment.
4. To be able to identify issues and perform preventative maintenance to avoid potential break downs.

EQUIPMENT INVENTORY

One (1) Van, two (2) Sport Utility Vehicles, four (4) Pickup Trucks.

Four (4) One Ton Trucks.

One (1) Class 6 Dump Truck.

One (1) Class 8 Low Boy Tractor and Drop Deck Trailer.

Ten (10) Class 8 Tandem Axle Dump Trucks including salt spreaders and snow plows.

One (1) Rubber Tire Backhoe/Loader.

One (1) Track Excavator.

One (1) Compact Track Loader.

Five (5) Full size Tractors and four (4) Flex Wing Mowers. One (1) Boom Mower.

One (1) Motor Grader.

One (1) Class 7 Paint Striper.

Miscellaneous Construction Equipment including, but not limited to forklift, rollers, tag trailers, chain saws, concrete saws, jackhammers, water jetter, vacuum excavator, and compactors.

JOB DUTIES AND RESPONSIBILITIES:

1. The incumbent is responsible for repairing and servicing all vehicles and equipment used by the Highway Department. The incumbent may also be called out for road repairs during emergencies or when the need arises.
2. Specific duties will include but not limited to; Major/minor repairs to diesel and gasoline powered equipment and vehicles, snow plow and salt spreader repair, agriculture tractor and mower repair, and all miscellaneous maintenance equipment owned or leased by the department.
3. The incumbent will fill out and maintain service work orders on all vehicles and equipment as service is performed.
4. The incumbent will maintain an inventory of parts and lubricants necessary for proper and timely maintenance/repair of equipment and keep the inventory at a level required to accommodate emergency periods such as snowfall or floods.
5. The incumbent must have past experience and a good knowledge of newer electronically controlled diesel and gasoline engines, air brake and truck pneumatic systems, closed and open center hydraulic systems on trucks and equipment.
6. The incumbent will make professional recommendations to the Maintenance Supervisor or County Engineer when purchasing new equipment as to reliability or serviceability of prospective purchases.
7. The incumbent will maintain the County Shop including shop tools and equipment, in a professional manner suitable to handle equipment repairs, service and ensure a safe work environment.
8. Repairs and maintenance issues will be performed in an economical manner both in cost and amount of time required to get the equipment back in service as soon as possible.
9. Strong emphasis of preventative maintenance on vehicles and equipment will be performed to prevent unnecessary or avoidable repairs.
10. The incumbent is On Call 24 hours a day.
11. The incumbent must possess and own a full set of tools and tool boxes required to perform repair and maintenance duties and responsibilities.

WORKING CONDITIONS:

The position is hazardous as the incumbent is in constant physical danger due to exposure to heavy construction equipment, machinery, loud noises, proximity to moving parts, and at times working adjacent to moving traffic on busy highways. The incumbent must be able to perform emergency repairs in field or on highways regardless of inclement weather.

EDUCATION, EXPERIENCE AND OTHER JOB REQUIREMENT:

1. An Associate degree or formal education in diesel and gasoline mechanics and/or five (5) years active experience in repairing and maintaining diesel and gasoline powered equipment.
2. Must have knowledge of the operation of numerous shop machines such as drill presses, presses, welders, torches, plasma cutters, chain hoists, jacks, saws, etc.
3. Must have and maintain a minimum Class B CDL driver's license with air brake endorsement.
4. Must have knowledge and experience with air conditioning systems, fuel injection, truck and equipment hydraulic systems, air brakes, automatic and manual transmissions, heavy duty drive trains, and the ability to troubleshoot and repair electronic controllers, lighting and wiring issues.
5. Must have welding and metal fabrication experience.
6. Must have the ability to work under time restraints and less than ideal conditions such as inclement weather or on equipment covered with ice and snow.
7. Must be able to write in a neat, articulate style.
8. Must be able to operate and use a computer.
9. Must have and maintain a working phone and phone number.

PHYSICAL REQUIREMENT:

1. Must be able to perform tasks which may require physical activities; climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping; some of which may be repetitive.
2. Must be able to sit and stand for various amounts of time while performing these duties.
3. Must have hearing and speaking ability to carry on a conversation with other individuals in person and over the telephone and radio.
4. Incumbent will be subject to and pass a random drug and alcohol test upon request.
5. Must have the ability sufficient to read and write correspondence, computer screen information, various signage, and wiring schematics.
6. Must be able to exert up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.