



Employment Opportunity

Kittitas County, Washington

POSTED: 1/28/16

CLOSES: When Filled

MECHANIC

The current vacancy in the Public Works Department is a regular, full-time, union (Local 792 Road), non-exempt position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence on February 4th, 2016 and continue until a suitable candidate has been found.

HOURLY RATE: \$22.06 per hour

ESSENTIAL FUNCTIONS:

40% Responsible for heavy and light equipment repairs and overhauls on Public Works heavy equipment

- Diagnose repairs or overhauls needed for safe and efficient operation.
- Determine if repair or overhaul is needed through inspection and review of condition; advise supervisor of vehicles that require repair or overhaul.
- Adjust brakes, steering, clutch, and valves for safe operation.
- Assemble and install various repaired parts on equipment.
- Repair engines/transmissions / brakes / electrical / front ends / air conditioner / suspension / hydraulics / cooling systems.
- Read and comprehend service manuals for aid in repair.
- Operate safety grinders, drill press, valve grinders, hydraulic press, and all shop tools.
- Operate pickup, forklift, and various pieces of heavy equipment to perform necessary repairs.
- Transport equipment to shop for repair.
- Clean equipment so that needed repair may be done.

15% Welding and cutting fabrication

- Operate AC/DC welder, oxygen/acetylene-propane torches, and MIG wire feed welder following all safety protocol.
- Perform air arc cutting, welding, brazing, and soldering.
- Prepare work to be welded by grinding, cleaning, and bending.
- Determine appropriate techniques based on metal types and characteristics.
- Build up hard facing on worn parts.
- Handle hot pieces of iron.
- Design jigs to build duplicate pieces.
- Prepare and weld fuel tanks, hydraulic cylinders.
- Design and fabricate different attachments and parts.
- Design and build special tools to make jobs safer and/or simpler.

15% Operate shop vehicles, shop equipment, and road maintenance vehicles of all types

- Operate pickups, shop 1 ton, fork lift, various pieces of heavy equipment to perform shop related repairs.
- Maintain Class A CDL to operate all equipment.
- Perform routine service and repairs.
- Check and perform inspections of oil, lights, tires, glass, etc.
- Record fuel and oil used and time for service.
- Operate equipment in adverse weather conditions, chained up, or low visibility.
- Observe and apply all safety measures, inform supervisor of any safety concerns.
- Handle solvents, caustic solutions in a safe manner, and assemble and repair hydraulic hoses on machine.

10% Responsible for equipment modification and fabrication

- Maintain existing equipment following appropriate County standards and protocols.
- Design and improve on existing equipment.
- Install air conditioning in different vehicles and equipment.
- Modify by re-powering equipment with different engines and manners in which equipment is driven (hydraulics).
- Edit manuals of any design, change or modification.
- Suggest new modifications to supervisors.
- Design and build special tools to make a job safer and/or simpler to do.
- Draft and record measurements to order and build a project such as a tailgate, bucket, or snow plow blades.
- Build toolboxes for equipment and worn parts.
- Design fabricated safety shields and devices for compliance to OSHA laws on shop tools.

10% Maintain safe tires and brakes

- Lift tires and drums during repairs.
- Apply and observe all safety requirements.
- Repair brake shoes or install new brake shoes and adjust to proper working order.
- Measure tread depth for safe limits and drum for unsafe thickness.
- Assist Shop Supervisor in keeping tire inventory stocked.
- Train new employees in handling tire equipment and tools.
- Diagnose air and mechanical problems with brake systems.
- Test various switches and valves in systems for repair, overhaul or replacement.

5% Security, maintenance, and repairs for yards and shop

- Clean area for safety and to maintain efficient working conditions.
- Inspect electrical cords and air hoses for repair.
- Install new lights, ballasts, and electrical plug ends.
- Repair and clean waste oil furnace and calibrate to run efficiently.
- Collect garbage and dump in dumpster.
- Attend and respond with input at shop safety meetings and at regular shop meetings.
- Repair rollup doors.
- Maintain shop equipment and tools.
- Assist Shop Supervisor in ordering shop supplies and tools.
- Secure shops, buildings, and yards at the end of the work day.

5% Record service and work orders

- Record repairs made and repairs needed to a piece of equipment.
- Prepare accident reports; inform how and why an accident occurred, and recommend changes to avoid recurrence.
- Compute daily time records.
- Proofread part orders to be sure everything ordered has been received.
- Write down parts that need to be ordered.
- Update parts and service manuals with new or better information.
- Conduct preventative maintenance inspections to help schedule needed repairs.
- Instruct operators and supervisors to fill out work repair orders.

OTHER FUNCTION:

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent
- Five (5) years of progressively responsible and applicable work experience
- Specialized training in mechanics, equipment management, preventative maintenance or a closely related field
- An equivalent combination of education and experience may be considered.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of industry safety rules/regulations and proper methods/practices to avoid injuries.
- Thorough knowledge of heavy and specialized mechanics.
- Considerable knowledge of heavy machinery such as dump trucks, graders, loaders, including gas and diesel engines, transmissions, hydraulics, generators, and welding.
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Basic computer skills are necessary to access County resources, generate reports, and use fleet management programs.
- Ability to weld, fabricate and modify equipment.
- Ability to work independently to carry out assigned projects to completion.
- Ability to communicate clearly verbally and in writing, and actively engage in a team environment.
- Ability to establish and maintain a positive, professional working relationship with coworkers, supervisors, outside agencies, vendors, and members of the public.

NECESSARY SPECIAL REQUIREMENTS

- Must possess a valid Washington State Driver's license with no more than two moving violations in the past two years, CDL Class "A" endorsement or ability to obtain within six (6) months of hire.
- Must furnish own hand tools.

TOOLS AND EQUIPMENT

Must be able to use the following: Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; calculator, phone; mobile or portable radio.

PREFERRED QUALIFICATIONS:

- Road crew maintenance experience.
- Various heavy equipment certifications (CAT, John Deere, Cummins, Detroit; etc.).
- Specialized training in any of the skills required, such as welding, forklift operations, safety, etc.
- First aid certification.
- Current Flagger card.
- Previous supervisory experience.

WORKING CONDITIONS:

Work is mostly performed in a maintenance shop and outdoors with exposure to all weather conditions including temperature extremes, and windy/dusty/wet and/or humid conditions. Work is frequently conducted near moving mechanical parts with occasional exposure to vibration, fumes, and toxic/caustic chemicals. The noise level is moderate with occasional exposure to higher levels; work often requires the ability to hear audible machine alarms.

The duties of this job require the use of hands and fingers to handle, feel, or operate objects, tools, or controls; the ability to stand for long periods of time and reach with arms and legs. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, walk and sit. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift up to 100 pounds or more. Specific vision abilities required by this job include near, peripheral, and color vision, depth perception, and the ability to adjust focus. Must be able to traverse a variety of surfaces and enter/exit vehicles. Employee must be able to hear and communicate clearly in person, as well as over the telephone and/or radio. All PPE must be worn when required for employee safety, and safety rules/regulations must be adhered to at all times, including proper lifting/carrying techniques.

Workload and time demands may increase seasonally or on a project basis; must be able to manage stressful situations in a professional manner.

Regular attendance, punctuality, and a positive attitude are required. Occasional travel may be necessary to attend meetings or training opportunities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) personal references and Three (3) professional references. **Please note: All applications must be submitted online; paper copies will not be accepted.**