

MASTER MECHANIC
HIGHWAY AND TRANSPORTATION

DEPARTMENT: Highway & Transportation

PAY RANGE: Grade I of the County Compensation Program

I. Position Summary.

This is a skilled position in the County's Highway and Transportation Department, under the general supervision of the Highway & Transportation Commissioner and under the direct supervision of the Fleet Manager and/or Shop Foreman. The employee in this position repairs and maintains diesel and gas-driven, internal-combustion engines, construction equipment, and hydraulic systems.

II. General Requirements.

Typical tasks will include; but are not necessarily limited to, the following;

1. The maintenance and repair of trucks and equipment utilized by the Department,
2. Assisting in the overall operation of the shop,
3. Cleaning of equipment and work areas,
4. Must supply own full set of comprehensive tools;
 - Tools must be present on-site;
 - Be of a quality and quantity deemed acceptable by the Fleet Manager;
 - Be stored in a professional, durable, lockable tool chest or set of drawers, not easily relocated or removed from the premises;
 - Contain all standard tools considered usual and customary for a diesel mechanic trade (up to and including 1/2" drive);
 - Be responsible for the maintenance and care of all personal tools.

III. Essential Duties and Responsibilities.

Typical tasks will include, but are not necessarily limited to, the following:

1. Repairs and maintains diesel/gasoline, internal-combustion engines and construction machinery, using hand tools, precision measuring instruments and machine tools
2. Diagnoses malfunctions, disassembles and assembles engines hydraulic cooling system and examines parts for defects and/or excessive wear
3. Reconditions and replaces parts, such as, but limited to, pistons, bearings, gears, valves and bushings, hydraulic pumps, instruments
4. Brake repairs on trucks and equipment
5. Transmission repairs on standard and automatic
6. Repairs and/or replaces chassis components
7. Oil changes and routine service work
8. Wiring and troubleshooting of electronic systems
9. Work on suspensions
10. Assisting the changing of tires, works on snowplows, snowplow pumps and the mounting and removal of plows
11. May be requested to work to provide services on all roads/sites when vehicles break down on the road

IV. Materials and Equipment Used

Motorized Vehicles/Equipment	Tractors	Trucks
Power Tools and Equipment	Hand Tools	Mowers
Paints/Stains	Disinfectants	Cleaning Solutions/Solvents
Sanitation Products		

V. Knowledge, Skills, Licensure and Experience Required.

1. Education requirements
 - Associate Degree from an accredited vocational or technical school in truck-construction-industrial diesel mechanics and a minimum of two (2) years experience in truck/equipment hydraulic repairs
 - Vocational diploma from an accredited vocational or technical school in auto mechanics or related field and a minimum of five (5) years experience in truck/equipment hydraulic repairs
 - High School diploma or its equivalent and such practical training and experience comparable to a minimum of ten (10) years of current mechanical work experience in a daily routine manner, for equipment O.E.M. construction company, etc. with daily repairing/rebuilding duties being, but not limited to, hydraulics, transmissions, differentials, power dividers, gas and diesel engines, brakes, suspensions, as well as wiring for trucks and equipment
2. Extensive knowledge of diesel and gas equipment, internal combustion engines and construction equipment
3. Extensive knowledge of engine diagnosing and repairs including maintenance principles
4. Practical knowledge in repairing, maintaining, overhauling and replacing of parts and equipment
5. Proven background in repairing heavy equipment operational systems, such as, but not limited to, hydraulics, transmission, differentials, power dividers, brakes, and suspensions
6. Knowledge of wiring schematics for trucks and equipment
7. Familiar with welding and fabrication including, at a minimum, MIG, TIG, operation of a cutting torch, operation of a plasma cutter, and operation of machine shop equipment.
8. Background in snow removal equipment
9. Must be capable of working with minimum supervision once the on-the-job orientation is completed
10. Ability and willingness to understand and effectively carry out verbal and written assignments
11. Willingness to develop and maintain effective working relationships
12. Practical knowledge in analyzing engine malfunctions and take appropriate action to solve
13. Tune up/engine overhaul knowledge in gas/diesel engines
14. Experience in diagnostic/repairing hydraulic systems, electric systems, electronic suspension systems, automatic transmissions, planetary gear systems, torque converter, etc.
15. Valid Class A Wisconsin's Commercial Driver's (CDL) license with endorsements of H & N to be obtained within 6 months of hire.
16. Position requires availability on nights, holidays, and weekends during snow or other emergencies

VI. Physical Requirements.

1. Frequent lifting and/or carrying objects weighing up to 150 pounds
2. Excessive standing, sitting or walking
3. Frequent bending, twisting, squatting and reaching
4. Frequent exposure to elements such as heat, cold, etc.
5. Must be capable of using hands for single grasping, fine manipulating and pushing/pulling

6. Ability to communicate orally in a clear manner
7. Ability to distinguish sounds at various frequencies and volumes
8. Ability to climb roofs, ladders, stairs, etc.
9. Ability to work in confined spaces

VII. County will provide;

1. Large hand tools (> than 1/2" drive) and specialty tools as determined necessary by the Fleet Manager;
2. Replacement for hand tools which have become worn or broken due to proper use, provided;
 - a. Employee provides written inventory of personal tools on premises (at least annually),
 - b. Fleet Manager confirms and agrees with inventory of personal tools,
 - c. Tools being requested for replacement must be presented to Fleet Manager in exchange for the new tool (minor theft or mis-location is not justification for replacement),
 - d. Fleet Manager, Commissioner and Highway Committee will have final decision on replacement of tools,
 - e. County will insure personal tools, to the extent damage was accidental, against fire, theft, or other insurable causes.

VIII. Other Information

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all right to change, modify, amend, add to or delete from any section of this document as it deems in its judgement to be proper.

Acknowledging receipt; I have read and understand these criteria:

Date: _____