

JOB DESCRIPTION

Position: Mechanic
Department: Secondary Roads
Reports to: Head Mechanic, County Engineer
Works with: Maintenance Superintendent, Office Manager, Equipment Operators
FLSA Status: Non-Exempt
Date: January 23, 2023

Job Summary

Heavy equipment mechanic with excellent troubleshooting and diagnostic skills. Responsible for maintenance and repair work on construction equipment including motor graders, excavators, loaders, dozers, and tractors.

Responsibilities:

- Diagnose and repair equipment including Caterpillar motor graders, excavators, loaders, and dozers, John Deere mower tractors, and other heavy construction equipment
- Perform preventative maintenance and periodic inspections on heavy equipment.
- Fabricate, modify, or mount equipment and attachments.
- Assist with general road maintenance or snow removal operations as needed.
- Respond to operator needs in a positive, supportive, and timely manner.
- Maintain a clean and professional work area and service truck.
- Positively interact with team members.
- Provide assistance to Head Mechanic and Equipment Operators as needed to troubleshoot repairs.
- Maintain documentation of work performed in a complete and timely manner.
- Order and maintain parts inventory.
- Coordinate with Head Mechanic and Maintenance Superintendent to prioritize repairs.
- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description. Winnebago County reserves the right to change or reassign job duties or combine positions at any time.

Qualifications

- 2-year technical degree or high school diploma and several years of comparable mechanical experience.
- 1+ years of relevant diesel equipment repair experience, preferably some field experience.
- Knowledge of hydraulics, transmissions, undercarriage, track systems, components, electrical, and fuel systems.
- Previous experience with CAT equipment a plus, but not required.
- Possess the ability to diagnose all equipment without supervision; is also able to read, follow, understand, and communicate schematics.
- Desire to provide outstanding service, strong attention to detail, excellent problem solver, committed, and possesses written and verbal communication skills.
- Basic computer skills.
- Own mechanic tool set.
- Clean driving record.
- Class A CDL with airbrakes or ability to obtain one within 6 months of hire date.
- Able to operate equipment safely.

Location: Thompson Mechanic Shop

Pay Range: \$26.81 to \$31.54 per hour (\$55,765.00 to \$65,603.00 annually)

Shift: Summer: 6:00 AM to 4:30 PM, Monday through Thursday; Winter: 7:00 AM to 3:30 PM, Monday through Friday. Hours may vary and subject to call 24 hours per day during winter weather.

Benefits

Position is eligible for benefits as detailed in the Employee Information Handbook, including, but not limited to:

- Health Insurance with Wellmark
 - Employee Share for Single (\$1,000/\$2,000): Free
 - Employee Share for Family (\$2,000/\$4,000): \$565/month
 - HDHP with HSA Options Available
- \$10,000 Life Insurance
- Paid time off effective immediately upon hire, 11 paid holidays, paid vacation, and paid sick leave.
- Comp Time for hours over 8 hours per day.
- IPERS Retirement System with employer match
- Optional 457 plan, vision, dental, flex spending

Additional Requirements

- Pre-employment drug screen and ongoing participation in the employer's random drug and alcohol testing program.
- Pre-employment physical verifying the physical ability to perform the duties described.
- Must respond to emergency situations as required.
- Must be able to work up to 12 consecutive hours.
- Physical Requirements: Push/pull up to 100 lbs; Lift/carry up to 100 lbs; Lift bulky objects; Standing, walking, using hands, talking, hearing, neck rotation, trunk rotation, stair climbing, repetitive bending, kneeling, sustained squat, forward reaching, overhead reaching, reach and lift, ladder climb and carry, crawling; Working conditions may be indoor and/or outdoor. Noise level may be loud at times.

All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities.

EMPLOYEE POSITION ACCEPTANCE:

I fully understand what is required of me in this position and hereby accept and agree to perform the tasks required to the best of my abilities.

Employee

Date