



Brown County Human Resources

25 Market Street
Aberdeen, SD 57401
Erica.Coughlin@browncounty.sd.gov
Phone: 605.626.7109; Fax: 605.626.4010
www.brown.sd.us

Classification: Highway Mechanic

Wage: \$18.28 to \$21.19 /hour

Department: Highway

Reports to: Highway Superintendent

FLSA: Non-Exempt

Opening date: 06/17/2021

Closing date: 06/24/2021

JOB DESCRIPTION

Summary/Objective:

General responsibility for insuring all equipment at the Brown County Highway Department operates safely, efficiently and in a usefully manner. This position is responsible for the repair and maintenance of large and complex equipment used in daily operations. Thorough knowledge of equipment and shop operations is needed along with knowledge of safe operation and precautions in operating and repairing of all equipment. Must supply your own basic hand tools.

Essential Functions:

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

- Knowledge of safety precautions and practices applicable to working with heavy equipment, vehicles, and a variety of combustible materials, with ability to assure safety of self and others at all times; basic knowledge of related OSHA standards.
- Air conditioner experience preferred.
- Service and repair a variety of vehicles and equipment such as single, tandem axle and four-wheel drive trucks; tractors and mowers; small to medium sized end loaders; asphalt rollers; tractor-trailer combinations; roadway maintainers; backhoes and various other types of road maintenance and construction equipment.
- Perform all work in a professional safe manner.
- Comply with all recommended services requirements.
- Knowledge of diagnostic software.
- Maintain clean, safe work stations.

An Equal Opportunity Employer

- Submit accurate records of time and materials used in the performance of job duties.
- Repair parts and accessories and keep a log of the work that was done.
- Update vehicle logs.
- Knowledge of the types and uses of common hand and power tools and standard equipment used in heavy equipment maintenance and repair.
- Ability to understand technical manuals and to carry out oral or written instructions.
- Ability to perform repairs on gasoline and diesel engines of various sizes.
- Familiarity with various metal working techniques including drilling, grinding, cutting and welding.
- Possess good documentation skills and a comfort level with computerized work order tracking and inventory systems.
- Perform diagnostics on equipment and associated systems to identify and make needed repairs on items such as:
 - Hydraulic systems including valves, pumps, cylinders.
 - Overhauls on gasoline and diesel equipment.
 - Repair work and preventative maintenance on a large variety of equipment.
 - Emergency repairs during inclement weather.
 - Analyze, diagnose, and determine necessary repairs on computer-controlled systems.
 - Fabrication and welding skills.
 - Order and maintain shop inventory.
 - Maintain electronic files related to repairs.
 - Set priorities to ensure the most critical repairs are handled first and coordinates with supervisor.
- Physically perform all essential duties of the position, including lifting heavy equipment and operating a variety of power tools.
- Read and comprehend service manuals and parts catalogs, follow written and verbal instructions, and complete parts orders and reports with minimal supervision;
- Operate welding and cutting torches, hand tools, disk grinders, battery chargers, jack, two-way radio, hoist, air wrench, water pressure sprayer, service truck, drills, presses, and other repair equipment, with ability to follow established safety guidelines and procedures.
- Thorough knowledge of hydraulic and electrical system schematics, transmissions, differentials, and other specialized areas, with ability to effectively identify and repair related breakdowns.
- Thorough knowledge of the accepted principles and practices of gasoline and diesel engine repair and maintenance, with ability to accurately diagnose and repair breakdowns, schedule and complete regular maintenance procedures, and maintain appropriate materials and parts inventories.
- Reassemble equipment after repair.
- Operate and inspect machines or heavy equipment to diagnose defects.
- Inspect mechanical equipment to locate damage, defects, or wear and repair when needed.
- Test mechanical products and equipment after repair or assembly to ensure proper performance and compliance with manufacturers' specifications.
- Clean, lubricate, and perform other routine maintenance work on equipment and vehicles.
- Clean equipment, parts, or tools to repair or maintain them in good working order.
- Diagnose faults or malfunctions to determine required repairs, using engine diagnostic equipment such as computerized test equipment and calibration devices.
- Troubleshoot equipment or systems operation problems

Competencies:

- Stress Management/Composure.
- Problem Solving/Analysis.
- Teamwork Orientation.
- Decision Making.
 - o A self-starter
 - o Able to self-manage their time
 - o Comfortable working independently often
 - o Wanting to learn
 - o Safety, security and first aid policies and procedures.
 - o Agency regulations, policies, office administrative processes and procedures.
- Communication Proficiency.
 - o Principles and techniques of public relations and customer service, both in person or over the phone
 - o Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Technical Capacity.
 - o Operate equipment/perform physical activities in the maintenance of roadway, roadside, right of way, shoulder, bridge and grading/paving projects.
 - o Operate snow and ice removal equipment.
 - o Record keeping principles and practices.

Supervisory Responsibility:

- This position has supervisory responsibilities

Work Environment:

- Work is subject to performance at both indoor and outside environments; outside work occurs on a frequent basis and requires exposure to dust, fumes, or high noise levels and extreme weather conditions, and frequent travel.
- Stamina to sit for extended periods of time; sitting in vehicles operating on rough roads and on rough surfaces for long periods; manual dexterity to operate controls on equipment.
- Maintain a neat and clean work area, daily.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Both Legs and Feet: Repetitive motions including operation controls on equipment and vehicles.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken work.
- Hearing: perceiving the nature of sounds without major correction.

- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Smell.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, including a variety of lighting conditions.
- Heavy Work: Regularly lift and/or move up to 25 pounds; frequently lift and/or move up to 50 pounds; occasionally lift and/or move up to 100 pounds.

Position Type / Expected Hours of Work:

- Full-time; typically Monday – Friday: Hours: 8:00 am to 5:00 pm; Plus overtime when needed.
- Days and hours may vary depending on the time of the year.

Travel:

- Periodic travel within the county is expected for this position.

Education and Experience:

- High School diploma/GED; AND
- Specialized or technical training equivalent to the first year of college in vocational technology, automotive maintenance, or the equivalent.
- Three to five years of experience as a mechanic. Experience in maintaining and repairing road operation vehicles preferred.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- Possess or be able to obtain a valid SD driver's license.
- Ability to acquire a South Dakota Class 'A' Driver's License.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov