

# **JOB POSTING: NOTICE OF VACANCY**

**It is the intention of the LaSalle County Highway Department to fill one or more vacancies in the following job classification.**

Classification: MECHANIC

Location: LaSalle County

Department: LaSalle County Highway Department

1400 N. 27<sup>th</sup> Road

Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 7:00 a.m. to 3:30 p.m. Monday through Friday. Hours and report in location may vary based on operational needs.

The provisions of the Federal Fair Labor Standards Act apply to defining time worked in order to assess overtime compensation for this position. However the first eight hours of each day worked and the first 40 hours worked of each work week will be paid at straight time. Overtime rate varies according to union contract.

Wage: \$22.75 per hour

Job Duties, Minimum Qualifications, Physical Ability:

Per the attached document "Job Classification: Mechanic".

## MECHANIC

Primary duties include;

- Work on small engines, cars, light and heavy-duty trucks and construction equipment.
- Welding and cutting and engine overhaul or replacement on gas or diesel engines.
- Use shop diagnostic equipment and scanners.
- Snow removal duties and general road construction/maintenance work.

Qualifications:

- Practical working experience as a truck/diesel mechanic or training acquired from an approved/registered training provider.
- High School Diploma or GED.
- Valid Commercial Driver's License, Class A w/combination Vehicles, Air Brakes, Tanker and Hazardous endorsements.

Send detailed resume in confidence by October 1, 2019 to;

Donald R Ernat, County Engineer  
*dernat@lasallecountyhighway.org*  
LaSalle County Highway Department  
P.O. Box 128  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title: Craftsman – Mechanic**

**Work Location: LaSalle County Highway**

**Division/Department: Highway Department**

**Reports to: County Engineer**

**Employment Classifications:**

- Full-time    Part-time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Salary Grade: \_\_\_\_\_**

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

- Small engine repair. Repair chain saws, weed trimmers, demolition saws, and all other small engine construction equipment both gas and diesel.
- Evaluate and repair gas and diesel engines complete on light trucks, tandem trucks, and construction equipment.
- Evaluate, remove, and replace automatic transmissions on cars, light trucks.
- Evaluate and repair brakes on autos, light trucks, tandem trucks, and construction equipment.
- Possess thorough knowledge of air brake systems and repair.
- Remove and repair exhaust pipes, mufflers, and associated parts on light trucks, tandem trucks, and construction equipment.
- Evaluate, remove, and replace injectors on diesel equipment.
- Evaluate, remove, and replace turbo chargers on diesel equipment.
- Evaluate and repair/replace water pumps, alternators, power steering pumps, oil pans, belts, and hoses, on light trucks, tandem trucks, and construction equipment.
- Possess thorough knowledge of hydraulic systems on light trucks, tandem trucks, and construction equipment.
- Remove and replace radiators on light trucks, tandem trucks, and construction equipment.
- Install and repair emergency lighting components such as light bars and strobe lights on light trucks, tandem trucks, and construction equipment.
- Possess thorough knowledge of electrical systems with experience in reading electrical diagrams and diagnosing failures by use of meters or other test equipment.
- Install and troubleshoot mobile radios and antennas in light trucks, tandem trucks, and construction equipment.
- Possess the ability to remove and replace/repair components of hydraulic systems on light trucks, tandem trucks, and construction equipment.
- General tractor repair – be able to split tractors for repairs to transmissions, gears, hydraulics, brakes, pumps. Be able to replace clutches.
- Remove and replace tires on light trucks, tandem trucks, and construction equipment.
- Load, unload, secure and deliver pipe, tractors, loaders, backhoes, by a tandem truck pulling and appropriate size trailer.
- Load, unload, secure and deliver pipe and materials using a truck mounted hydraulic crane.
- Unload trucks making deliveries to the highway department by use of a wheel loader or forklift.
- Load township or other trucks with pipes or other materials and complete shipping notices for same.
- Possess experience and knowledge of utilizing manuals, diagrams, parts books and reference materials.
- Record keeping and data entry skill are required.
- The Mechanic shall become a Certified Forklift Operator and may be required to become a Certified Forklift Trainer.
- The Mechanic shall accept any training deemed necessary by the LaSalle County Highway Department.

- **FABRICATION:**

- Ability to stick and mig weld proficiently.
- Ability to weld stainless steel proficiently.
- Experience and knowledge on working with a plasma cutter.
- Cut and weld parts to salt spreaders and plows for installation.
- Cut and weld steel runners for mower decks.
- Cut and weld steel for road work tripods.
- Fabricate steel projects as directed.
- Experience using hydraulic press.
- Ability to use a cutting torch proficiently.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

- **Additional duties:**

- Responsible for assigned Snow Removal duties as assigned by Area Foreman.
- May be assigned to mechanic, dispatch, clean yard, load trucks plow Nursing Home or Complex or an assigned route.
- Assigned and accountable for operating snow plow equipment inclusive of a tandem axle truck with a snowplow, auger spreader, bottom scraper, and wing plow.
- Responsible for general servicing of assigned vehicles, light repairs, completing a daily pre-trip inspection, maintaining the assigned vehicle and keeping it clean.
- Ability to operate and service snow equipment safely and direct/oversee Routemen in assigned work.
- General road construction work
- Mowing roadsides as well as brush and tree cutting/removal to maintain roadways
- Pesticide Application
- Patch potholes, crack filling, Durapatch, pavement marking installation/replacement
- Operate heavy-duty trucks and light construction equipment, including: wheel loaders, forklift, paint machine, saws, jumping jacks, air hammers/compressors, hydraulic augers, cutting torches, crack fill machine, Durapatcher
- Maintain compliance with all County policies and procedures
- Performs all job tasks within the rules and guidelines of the following Safety Policies listed:
  - County's Safety Policy and Procedure Manual
  - Forklift Safety and Training
  - Hazardous Communication, Lockout Tagout, Respiratory Protection, Confined Space, Trenching and Shoring and Herbicide Policies
  - Personal Protective Equipment Policy
  - Snow Policy Memorandum
  - General Work Schedule Policy
  - Adheres to the LaSalle County Highway Department's Drug and Alcohol policy

**Education and/or Work Experience Requirements:**

- Practical working experience as a truck/diesel mechanic or training acquired from an approved/registered training provider, required.
- Experience in mechanic's work, welding and cutting, engine overhaul or replacement on gas or diesel engines.
- Work shall include small engines, cars, light and heavy-duty trucks and construction equipment
- Experience working with shop diagnostic equipment and scanners, preferred.
- Must be experienced, knowledgeable and possess the ability to independently and accurately diagnose problems with engines, vehicles, and equipment and proficiently conduct repairs in relation to the assigned job duties.
- High School Diploma, preferred.
- Valid Commercial Driver's License, Class A w/combination Vehicles, Air Brakes, Tanker and Hazardous endorsements, required.
- Ability to obtain a Pesticide Operators license issued by U.S.D.A. may be required.
- Previous supervisory experience preferred.

- Must possess strong communication skills.
- Able to work independently with minimal supervision.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**