



Park County

Job Description



Title:	Heavy Equipment Mechanic	Grade:	23
Division:	Fleet Management	Effective Date:	6/1/2010
Department:	Public Works	Last Revised:	10/01/2020

GENERAL PURPOSE

Heavy Equipment Mechanic is responsible for servicing, maintenance, and repair of Park County’s fleet of equipment which includes but is not limited to light duty cars/pick-ups, skid steers, dump trucks, tractors, belly dump trailers, trailers, motor graders, loaders, track excavators, and bull dozers. Heavy Equipment Mechanic is also responsible for assisting the Fleet Division Manager and/or County Engineer in maintaining service manuals, parts inventories, record systems, scheduling, equipment specifications preparation, bid/procurement, and renewals/replacements planning. All equipment/vehicle servicing, maintenance, and repair will be conducted at County owned maintenance shops (Cody, Powell, Meeteetse, Landfills (Powell & Cody) or at construction sites located throughout Park County.

SUPERVISION RECEIVED

Works under the direct supervision of the Fleet Management Division Manager and/or the County Engineer. Heavy Equipment Mechanic shall work closely with the Road & Bridge Foremen, Landfill Division Manager, Landfill Foremen, Buildings & Grounds Manager, and other Department managers when necessary and as needed as part of a County wide fleet management program.

SUPERVISION EXERCISED

Heavy Equipment Mechanic provides immediate to close supervision to other journeyman level vehicle and equipment mechanics. Heavy Equipment Mechanic also supervises, guides, and trains various equipment operators within the Public Works Department (including Road & Bridge and Landfill Divisions) and Buildings & Grounds Department in proper routine equipment inspection and maintenance techniques.

ESSENTIAL FUNCTIONS

- Performs safety inspections on passenger vehicles, light duty equipment and heavy duty equipment;
- Provides instruction and training related to complex heavy equipment and automotive projects;
- Performs troubleshooting and analyses of malfunctions using various technical and computerized testing/calibration equipment as needed to assure the safe and efficient operation of vehicles and equipment.
- Performs preventive maintenance and makes repairs to vehicles/equipment;

- Services, maintains and repairs both gas and diesel engines of all makes, types, and manufacturers in accordance with manufacturers specifications;
- Trouble shoot, repair, and maintain carburetors, fuel injection systems, transmissions, differentials, drive trains, hydraulic systems, turbo chargers, electrical systems, computerized control systems, fuel systems, heating systems, air conditioning systems, suspensions, brakes, tires, and exhaust systems;
- Installs, maintains and repairs electrical systems, components, parts, accessories and assures proper function of vehicle radios and communications equipment.
- Performs welding, braising, soldering using MIG, stick, and acetylene welders; Maintains welding equipment to assure effective and safe use;
- Finishes projects with appropriate layers or coats of paint;
- Fabricates and installs braces and supports;
- Layout and cut new steel;
- Builds, installs, and maintains plows, buckets, rock liners, blades, and attachments;
- Work with staff to organize, clean and maintain all shop locations in a professional, clean, and orderly condition;
- Manages the proper, safe, and environmentally friendly storage and disposal of fluids and liquids including maintenance of Safety Data Sheets (SDS);
- Organizes, maintains, and inventories all tools, parts, and equipment used in maintenance program;
- Attends various schools, training, and certification programs as needed to develop current skills and methods used in the industry;
- Operates heavy equipment as needed (rare occasions) to assist in construction and maintenance projects for the Public Works Department (Road & Bridge and Landfill Divisions); Operates snow plow in winter months as needed (rare occasions);
- Inspects and repairs tires as needed; Works with Fleet Manager and/or County Engineer in the procurement of bulk tires for replacement;
- Performs minor body work when needed including repainting;
- Performs field repairs of vehicles as necessary including during adverse weather/environmental conditions;
- Interacts with vehicle/equipment operators to help determine service and repair needs;
- Operates hoists and overhead cranes;
- Performs all work in compliance with applicable laws and regulations, County and department policies/procedures, and standards of quality and safety;
- Maintains accurate and complete work records;
- Trains new mechanics as assigned;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school, plus completion of at least two (2) years of specialized course work providing technical training in diesel and automotive maintenance and repair and computerized diagnostics. Technical training must include modern principles, practices, equipment, materials and tools used in the servicing, maintenance and repair of mechanical equipment;

AND

- B. Five (5) years of experience in major repair of a variety of gas and diesel vehicles.

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

- Working knowledge of the design, adjustment, operations, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; the material and tools used in equipment maintenance; anti-lock braking systems; road emergency service equipment and methods; safety practices required by local, state and other laws.
- Safety regulations and precautions pertaining to vehicle/equipment servicing;
- Safe and proper use of assigned equipment and tools;
- Basic record-keeping techniques;
- Basic mathematics;
- Practices, methods tools and equipment of the welding trade;
- Ability to read, understand, comprehend and execute vehicle/equipment operations/maintenance manuals and instructions;
- Ability to learn, understand and apply pertinent rules, regulations, policies, and procedures;
- Understand and follow oral and written instructions;
- Must be computer literate with experience using basic applications, office, and inventory software including Microsoft Office (Word, Excel, Outlook, etc) and Pubworks;
- Must possess ability to diagnose mechanical defects accurately and make necessary repairs to equipment in a timely manner.
- Must have ability to safely operate and maintain assigned equipment and tools.

- Must be able to read and write at a level required for successful job performance;
- Must have good communications skills (oral and written);
- Must be able to get along with others and work in a team oriented environment;

3. Special Qualifications:

- Must have experience servicing and repairing Chevy, Ford, Dodge, CAT, John Deere, CASE, Detroit, Volvo, Peterbuilt, Sterling, and Western Star vehicles and equipment;
- ASE Certification desirable but not required.
- Must possess a valid Wyoming Class "A" Commercial Drivers License (CDL).

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Employee must be able to lift and/or move 50 pounds frequently and 100 pounds occasionally. Communicating, hearing and seeing required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel in automobile or equipment required in job performance. Some daily and severe seasonal aspects of the job pose threats or hazards capable of producing physical injury.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)