



Road Commission of Kalamazoo County

Position	Heavy Duty Mechanic – Job Classification 1A
Department	Operations
Location	Kalamazoo, MI
Hourly Range	\$32.04 (Non-Exempt) + Up to \$2.60/ hour upon successful completion of additional certifications.

Road Commission of Kalamazoo County (RCKC) is seeking qualified applicants for the position of **Heavy Duty Mechanic– Job Classification 1A**. As a Mechanic for the RCKC, you would perform a variety of skilled repair, maintenance, and fabrication of RCKC fleet and equipment.

HIGHLIGHTED BENEFITS INCLUDE:

- Health and dental insurance that starts on your first day
- Pension – 100% paid by RCKC
- 11 paid holidays
- Paid vacation and sick leave
- Uniforms
- Tuition Reimbursement
- Short-term disability
- Life insurance

SCHEDULE:

Regular Schedule: Monday through Friday, 7:30 AM to 4:00 PM with potential for overtime.

Summer schedule: Monday through Thursday, 6:30 AM to 5:00 PM with potential for overtime (*subject to change*). Hours may vary and subject to call 24 hours a day for emergency and/or weather conditions.

ESSENTIAL DUTIES:

An employee in this position may be called upon to do any or all the following essential duties (these examples do not include all the duties which the employee may be expected to perform)

- Perform heavy and light duty truck/car diagnostics, repair, and preventative maintenance.
- Locate sources of problems by observing mechanical devices in operations, listening for problems, examining precision measuring and testing instruments.
- Remove defective parts by dismantling devices.
- Use welding to fabricate repair parts by using machine shop instruments and equipment.
- Track and record accurate records of time and materials used for each work project.
- Understand and responsible for inventory control (data entry, bar code system).
- Construction/Maintenance equipment diagnostics, repair, and preventative maintenance.
- Hydraulic and electrical repair and diagnostics.
- Makes service calls in the field; returns vehicles to the garage for repair or otherwise assists malfunctioning equipment.
- Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.



Road Commission of Kalamazoo County

- Review completed Daily Vehicle Condition Report (DVCR) detailing condition of equipment/vehicles.
- Provide mechanical maintenance information/reports by answering questions and collecting, analyzing, and summarizing information and trends.
- Abide by all RCKC Safety Manual and Safety regulations as applicable.

EMPLOYMENT QUALIFICATIONS:

- A high school diploma or equivalent.
- Industry certifications or automotive/equipment service technician or mechanic.
- A valid Commercial Driver License, Group A or Group B with air brake endorsement.
- Two (2) years of experience as an auto/truck mechanic, including the repair of both diesel and gas motors, drive trains, hydraulics, body work, welding, fabricating, etc., and customer service

*For additional qualifications and complete job description please refer to the RCKC website at www.kalamazoocountyroads.com "About Us" tab. To apply for the Heavy Duty Mechanic position please send your resume to hr@kalamazoocountyroads.com or USPS to 4400 S 26th St Kalamazoo, MI 49048. Candidates requiring confidentiality should so indicate. **Please no phone call position inquiries.***



Road Commission of Kalamazoo County Teamsters Local 214 Job Classification # 1A- Mechanic

General Summary

The Mechanic for the Road Commission of Kalamazoo County (RCKC) performs a variety of skilled repair and maintenance and fabrication of RCKC fleet and equipment. Mechanic duties include, but not limited to; daily repairs to vehicles and equipment, preventive maintenance, facility maintenance/repairs, data entry, vehicle condition report reviews, use computer diagnostic equipment to accurately address issues, and road maintenance activities as needed. Public service.

Essential Functions

- Understand equipment and its' operation.
- Work cooperatively with all Superintendents to schedule work and maintain quality.
- Maintain a positive attitude and positive public relations.
- Work cooperatively with others.
- Locates sources of problems by observing mechanical devices in operations; listening for problems; using precision measuring and testing instruments.
- Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and texture of parts.
- Fabricates repair parts by using machine shop instrumentation and equipment.
- Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.
- Reviews completed Daily Vehicle Condition Report (DVCR) detailing condition of equipment/vehicle.
- Provides mechanical maintenance information by answering questions and requests.
- Prepares mechanical maintenance reports by collecting, analyzing, and summarizing information and trends.
- Perform traffic regulating according to the Michigan Manual of Uniform Traffic Devices (MMUTCD).
- Actively participate in training and assist others as needed.
- Attend meetings and training.
- Abide by RCKC Safety Manual and Safety regulations as applicable.
- Abide by all safety precautions listed in operators manual and labeled on the equipment.
- Perform general labor and road maintenance activities, as needed.
- Assist in emergency situations.
- Building maintenance/cleaning.
- Lock out/Tag out - See Safety Manual.
- Welding/Fabricating.
- Maintain a valid Commercial Driver License A (CDL) according to State & Federal Regulations and required endorsements. Maintain all necessary certifications/licenses to operate and/or transport equipment.
- Abide by the Collective Bargaining Agreement and/or Terms and Conditions of Employment, Rules of Conduct and applicable RCKC policies.
- Heavy duty trucks diagnostics, repair, and preventive maintenance, including test drive(s).
- Light duty trucks/car diagnostics, repair, and preventive maintenance, including test drives(s).
- Understand and apply proper operating functions identified in the operator's manual and provided in training sessions.



Road Commission of Kalamazoo County Teamsters Local 214 Job Classification # 1A- Mechanic

Essential Functions (cont.)

- Construction /Maintenance equipment diagnostics, repair, and preventative maintenance.
- Hydraulic, and electrical repair and diagnoses.
- Identify and locate all critical support, wear, and maintenance points of the equipment.
- Operate the equipment effectively and efficiently to perform the necessary work as determined by the Superintendent.
- Understand and responsible for inventory control – data entry, bar code system.
- Coordinate with vendors for coordinated/timely repairs, parts, etc.
- Procurement of parts – including meeting Purchasing Policy specifications.
- Perform other duties as assigned.

Duties are not listed in order of priority, are typical of duties and responsibilities that may be performed by the person holding this position and will be done at the direction and under the supervisor within the organizational chart. Duties may be added, deleted, or modified at any time. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications

Education: A high school diploma/GED, Commercial Driver License (see below), Industry certification or automotive/equipment service technician or mechanic.

Preferred Experience: Two years of experience as an auto/truck mechanic, including the repair of both diesel and gas motors, drive trains, hydraulics, body work, welding, fabricating etc. and customer service.

Other Requirements: Possession of valid Commercial Driver License, Group A or Group B with air brake endorsement. Strong organizational, planning and communication skills.

FLSA Status: Non-Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Walking over a variety of surfaces (dry, slippery, uneven terrain) to inspect equipment
Walks, stoops, kneel and crouch to conduct inspections
Repetitively bends, twists, and turns



**Road Commission of Kalamazoo County
Teamsters Local 214
Job Classification # 1A- Mechanic**

Physical Requirements (cont.)

Climbing stairs and ladders to stock and retrieve materials, parts, and supplies
Climbing up and down from equipment to make inspections
Lifting parts and supplies onto shelves
Lifting heavy equipment parts weighing up to 100 pounds
Travels to various locations to repair vehicles/equipment or to attend meetings
Ability to access office files, documents, records and maps
Ability to operate various equipment
Ability to operate a heavy truck
Ability to use various hand tools

Working Conditions

Works both indoors and outdoors, or inside equipment
Exposure to fumes, particles, gases, such as vehicle and equipment exhaust, cleaning solvents, gasoline, and lubricants
Exposure to traffic
Exposure to loud noises, indoors and outdoors
Exposure to extreme weather conditions