



Road Commission
of Kalamazoo County

3801 E. Kilgore Road
Kalamazoo, MI 49001
(269) 381-3171
Fax (269) 381-1760
www.kalamazoocountyroads.com

JOIN AN AWARD WINNING TEAM in PUBLIC SERVICE. The Road Commission of Kalamazoo County (RCKC) is seeking candidates for the position of **Heavy Duty Mechanic**.

The **Heavy Duty Mechanic** performs various public service functions. Duties include, but are not limited to; heavy truck and construction equipment maintenance and repair, operating a vehicle which has a gross vehicle weight/gross combination weight of 10,001 lbs. or more, while performing various infrastructure maintenance and winter operations on road or in the right-of way. The position is required to be available for on-call for emergency response, outside of regular business hours. Class A Commercial Driver's License (CDL) and industry certifications preferred.

Commercial Driver's License (CDL) requirements, additional qualifications and complete job description are available on the RCKC website at www.kalamazoocountyroads.com "About Us" tab. Please send resume for **Heavy Duty Mechanic** to hr@kalamazoocountyroads.com or USPS to RCKC 3801 East Kilgore Road, Kalamazoo MI 49001. Candidates requiring confidentiality should so indicate. Please no phone call position inquiries. Resumes will be accepted for position from May 25, 2017 - June 15, 2017.

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

General Summary

Countywide truck/equipment operator with duties that include road review and road right-of-way duties, but not limited to; pothole repairs, guardrail repair and installation, culvert repair and installation, tree trimming, brush control, hauling material to various operations and winter maintenance. Public service.

Mechanic duties include, but 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.

Road Commission of Kalamazoo County (RCKC)/ Teamster Local 214 Labor Agreement, Article V (Seniority): Section 10. Employees promoted to Job Classification #1 will have the ability to competently operate two pieces of Job Classification #1 equipment. The promoted employee's probationary time shall consist of two hundred (200) hours of operation on the first Job Classification #1 piece of equipment. Formal feedback and evaluation shall take place after each 80 hours. On the second Job Classification #1 piece of equipment, the employee must qualify or take training to qualify and pass, before final promotion becomes effective.

Essential Functions

1. Understand equipment and its' operation.
2. Work cooperatively with all Superintendents to schedule work and maintain quality.
3. Must be able to safely and efficiently load, secure and haul heavy equipment to and from RCKC and any job site at which the equipment is needed.
4. Refuel as necessary and at the end of each shift.
5. Maintain/clean daily equipment and park in designated parking area.
6. Complete Daily Vehicle Condition Report (VCR) detailing condition of vehicle, daily as used. Promptly report any issues.
7. Winter maintenance of roads/bridges.
8. Road maintenance including pothole repairs.
9. Haul material (gravel, bituminous, etc.)
10. Maintain roadsides (guard rail, culverts, trees, brush control, drainage, etc.).
11. Work cooperatively with others.
12. Assist in emergency situations.
13. Perform traffic regulating according to the Michigan Manual of Uniform Traffic Devices (MMUTCD).
14. Actively participate in training and assist others as needed.
15. Attend meetings and training.
16. Abide by RCKC Safety Manual and Safety regulations as applicable. Abide by all safety precautions listed in operators manual and labeled on the equipment.

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17. Maintain a positive attitude and positive public relations.
18. Perform general labor.
19. Maintain a valid Commercial Driver License (CDL) according to State & Federal Regulations and required endorsements. Maintain all necessary certifications/licenses to operate and/or transport equipment.
20. Abide by the Collective Bargaining Agreement and/or Terms and Conditions of Employment, Rules of Conduct and applicable RCKC policies.
21. Perform other duties as assigned.
22. Understand and apply proper operating functions identified in the operator's manual and provided in training sessions.
23. Identify and locate all critical support, wear, and maintenance points of the equipment.
24. Operate the equipment effectively and efficiently to perform the necessary work as determined by the Superintendent.
25. Perform all daily equipment maintenance according to operators manual.
26. Utilize proper load/unload and securing procedures when transporting equipment as described in operators manual, Michigan Department of Transportation (MDOT) regulations, and/or as directed by Superintendent.
27. Track and be responsible for daily material usage.
28. Follow all requirements of the Miss Dig System prior to excavation.
29. Understand and operate any additional equipment attached or utilized as part of the equipment's capability. (Measuring instruments, hand power tools, AVL, automation, etc.)

Motor Grader

1. Perform all types of excavating including, but not limited to:
 - A. Soil stripping and forming a windrow
 - B. Excavating vee-type and flat bottom ditches
 - C. Backfilling
 - D. Drainage ditch maintenance
 - E. Gravel road maintenance, including maintaining proper center crown
 - F. Spreading material and finish grading/leveling
 - G. Trenching
 - H. High shoulder/bank cutting
 - I. Finishing a gradual slope (3 to 1 or less). Capable of operating automated equipment.
 - J. Blend and spread material on a roadbed.
 - K. Reclaiming shoulder material on gravel roads.

2. Perform winter maintenance activities including, but not limited to:
 - A. Snow removal including operation of a front and/or wing plow attachment

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Hydraulic Excavator

1. Perform all types of excavation, but not limited to:
 - A. Excavating and ditching
 - B. Remove and replace drainage culverts
 - C. Lift and maneuver materials
 - D. Grading and landscaping
 - E. Installing drainage structures
 - F. Backfilling and compacting
 - G. Asphalt/concrete breaking and removal
 - H. Placing rip rap
 - I. Loading material
 - J. Stump removal
 - K. Tree and brush handling with grapples
 - L. Storm cleanup

Aerial Lift Truck (min 50ft) Certification required to operate lift mechanism

1. Perform tree pruning and removal, but not limited to:
 - A. Operate a chain saw in the bucket and on the ground
 - B. Tree pruning and removal
 - C. Storm damage cleanup
 - D. Change light bulbs
 - E. Miscellaneous tasks/construction activities elevated above or below ground level
 - F. Bridge inspections

Mechanic (certification required)

1. Perform all duties of a heavy mechanic, but not limited to:
 - A. Heavy duty truck diagnostics, repair, and preventive maintenance
 - B. Construction /Maintenance equipment diagnostics, repair, and preventative maintenance
 - C. Light duty truck/car diagnostics, repair, and preventive maintenance
 - D. Welding/Fabricating
 - E. Maintenance and repair of winter maintenance equipment
 - F. Building maintenance/cleaning
 - G. Road maintenance activities, as needed
 - H. Inventory Control – data entry, bar code system
 - I. Procurement of Parts – including meeting Purchasing Policy specifications
 - J. Hydraulic Repair and Diagnoses
 - K. Electrical Repair and Diagnosis
 - L. Review of Vehicle Condition Reports to address and identify issues
 - M. Lock out/tag out - See Safety Manual

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- N. Coordinate with vendors for coordinated/timely repairs, parts, etc.
- O. Work with staff to train/coordinate best practice proactively to avoid unnecessary repairs

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 of the supervision of the Superintendents. 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)

Preferred Experience: Construction or related field, truck driving and customer service.

Mechanic Preferred Experience: Industry certification or automotive/equipment service technician or mechanic.

Other Requirements: Possession of a valid Commercial Driver License Class A 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 uneven terrain to inspect equipment.
- Walks, stoops, kneel and crouch to conduct inspections.
- Climbing up and down from equipment to make inspections
- Climbing stairs and ladders to stock and retrieve material, parts and supplies
- Lifting parts and supplies onto shelves
- Lifting heavy equipment parts weighing up to 100 pounds.
- Travels to various locations in the County to inspect projects or attend meetings
- Ability to access office files
- Ability to access maps and other records and documents of the commission
- Ability to operate various equipment
- Ability to operate a heavy truck
- Ability to use various hand tools

Working Conditions:

- Works both indoors, inside equipment and outside for projects
- Exposure to fumes at asphalt paving projects
- Exposure to traffic at construction projects
- Exposure to loud noises at construction project
- Exposure to extreme weather conditions