

Mechanic's Assistant/Bldg & Grounds Maintenance Worker

Date Posted:	September 10, 2020
Department:	Public Works - Highway
Compensation:	\$17.73 per hour
Hours	Full Time
Deadline:	Friday, October 2, 2020 at 4:30pm

Job Summary

The Mechanic's Assistant/ Building & Grounds Maintenance Worker is responsible for performing routine work in the repair of light and heavy equipment of the County of Kanabec under the supervision of the Maintenance Supervisor and the direction of the Mechanic. The position is also responsible for the safe and efficient maintenance of Kanabec County's building, grounds, and parks. The position is also responsible for the operation of heavy equipment, as needed, for the County Highway Department. This position is also responsible for fabricating equipment and specialized parts.

Essential Functions

55% Equipment Maintenance and Repair

1. Performs maintenance on components of many different types of equipment ranging from small gas engines to diesel construction equipment.
2. Operates gas and electrical welding equipment.
3. Design and fabricates specialized equipment and tools.
4. Performs routine mechanical repair on all County equipment.
5. Assists in conducting an organized preventive maintenance program on all County equipment.
6. Responds to road service requests when equipment is immobilized as directed by the mechanic.
7. Assists the mechanic in maintaining an inventory of shop tools and supplies.
8. Assists the mechanic in maintaining a detailed ledger on each county vehicle.

15% Shop Maintenance

9. Cleans shop area by sweeping floors, drying up spills, putting away tools and parts, and degreasing tools.
11. Maintains all shop equipment including jacks, drills, air compressors, air wrenches, and welders.
12. Performs construction work on building improvement projects.

20% Grounds & Park Maintenance

13. Operates power mower and similar equipment to maintain county grounds and designated parks.
12. Operates power broom, blower, bobcat, and similar equipment to remove snow and ice from county sidewalks and parking lots.

13. Operates equipment to trim trees, shrubs, and grass on county property.
14. Hauls debris to disposal site as necessary.

5% Equipment Operation

15. Operates all highway maintenance equipment. This includes, but is not limited to, the safe operation of Motor Grader, Loader, Tandem Dump Truck, and Tractor on an as needed basis.
16. Operates Tandem Truck to haul gravel or plow snow
17. Maintains gravel roads with use of motor grader
18. Operates Rubber-Tired Front end Loader to remove snow from County parking lots.

5% Miscellaneous

22. Maintains log of maintenance and time usage
23. Works according to good safety practices as posted, instructed, discussed, and in written policy. Uses all safety devices provided for their protection and the protection of others
24. Reports any unsafe condition or act to their supervisor or the safety officer immediately.
25. Attends seminars, meetings, and training sessions concerning departmental responsibilities and maintains certification and job skills in areas of responsibility.
26. Performs related duties as assigned

Minimum Qualifications

- High School graduate or equivalent
- 3 years experience
- Class A driver's license

Knowledge, Skills & Abilities Desired

1. Ability to perform routine maintenance on light and heavy duty equipment.
2. Ability to fabricate parts and equipment as needed.
3. Snow removal experience with heavy and light equipment.
4. General knowledge of landscape maintenance for turf, shrubs, and trees.
5. Record keeping and organizational skills.

Physical Demand Analysis Summary

In a typical 8 hour work day, this person sits 1.5 hours, stands 5 hours and walks 1.5 hours. Some special physical demands include:

1. Up to 30% of the time requires carrying or lifting up to 10 pounds
2. Up to 10% of the time requires carrying or lifting up to 74 pounds
3. Up to 30 % of the time requires verbal communication and hearing normal conversation
4. Up to 10% of the time requires written communication, hearing high pitched or low pitched sounds, seeing with near and far acuity, seeing a full field of vision, the ability to distinguish colors and depth perception

5. Up to 30% of the time requires bending stooping, crouching and pushing/pulling
6. Up to 10% of the time requires reaching above shoulder level and kneeling
7. Up to 40% of the time requires exposure to driving equipment and exposure to dust, fumes, odors, mists, toxic gases, poor ventilation, and adhesives
8. Up to 30% of the time requires exposure to being around moving machinery, exposure to marked changes in temperature and humidity, and working outside
9. Up to 10% of the time requires the use of hands at heights ranging from shin to over the head

Benefits:

This position will receive the following benefits:

- Insurance (Health, Dental, Life)
- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

Salary

\$17.73 per hour. (Range 7, union position, Local 49)

Hours of Work

- Winter hours, 7:00am - 3:30pm with a ½ hour lunch; 8 hr work day, Monday thru Friday
- Summer hours, 6:00am - 4:30pm with a ½ hour lunch; 10 hr work day, Monday thru Thursday
- Working hours may vary due to work demands and budgetary changes.
- Overtime may be an important part of this job.

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

Insurance

All insurance plans are through Blue Cross Blue Shield of Minnesota. Coverage becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$50.22	\$952.72
\$750 Deductible	\$0	\$735.44
\$2000 Deductible	\$0	\$306.28

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$38.93

Single plus one: \$70.02

Family: \$114.82

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.