

NOTICE

OPERATOR/MECHANIC POSITION AVAILABLE

Granite County is accepting applications for an operator/mechanic position with the Granite County Road and Bridge Department. This is a permanent full-time position and requires a valid Montana Class A Commercial Driver's License (CDL).

Copies of the position description and county application forms are available at the Clerk and Recorder's Office in the courthouse or by telephoning Executive Assistant Mike Kahoe at 859-7023 or on the county's website at www.co.granite.mt.us.

A signed county application form, letter of interest and resume are required. Applications are due on or before November 14, 2016, at 5:00 p.m. and should be sent to the Granite County Commissioners, P. O. Box 925, Philipsburg, MT 59858.

For further information contact Executive Assistant Mike Kahoe at telephone 859-7023 or by email at mike@co.granite.mt.us.

GRANITE COUNTY

POSITION DESCRIPTION

APRIL 2009

POSITION: Operator/Mechanic

DEPARTMENT: Road and Bridge

ACCOUNTABLE TO: Road Foreman and County Commissioners

SUMMARY OF WORK: Maintains and repairs county roads, bridges and culverts. Does maintenance of heavy vehicles and equipment.

JOB CHARACTERISTICS:

Nature of Work: This position performs skilled laborer duties in the operation and maintenance of heavy equipment within Granite County, with documentation of repair and scheduled maintenance. Requires ability to work in extreme temperatures and adverse weather conditions. Position requires adherence to practices of safety. May work outside normal working hours to complete job.

Personal Contacts: Frequent, yet limited, contact with the public.

Supervision Received: Assignment of daily tasks from the Road Foreman.

Essential Functions: Position requires ability to lift and maneuver tools and heavy parts to desired positions, use welder and cutting torch, change tires, check and add fluids, drive heavy trucks, have good depth perception, visual acuity and normal hearing. Ability to load and unload materials.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Operates a variety of heavy equipment including trucks, grader, snowplows, sanders, loader, backhoe, bulldozer, crusher, roller, lowboy truck and trailer. Services all vehicles as needed, changes tires, changes oil and lubes vehicles. Does some repairs and maintenance when needed and documents them. Performs road maintenance activities such as blading roads to have a smooth surface and proper drainage.

In winter loads sanding material and does snowplowing, snow removal and sanding. Does some welding, cutting, and manufacturing steel. Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a general knowledge of road and bridge construction, mechanics, welding and prefabricating steel, and maintenance of heavy equipment.

Skills: This position requires skills in operating and maintaining heavy vehicles.

Abilities: This position requires the ability to: judge distances; work in adverse weather and extreme temperatures; adhere to practices of safety; pay attention to maintenance schedules; have physical strength and stamina to perform duties; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

SPECIAL JOB REQUIREMENTS:

Employees in this position must adhere to Granite County Drug & Alcohol Policy, including:

-Drug & Alcohol testing;

 Done at Granite County Medical Center will be paid by Granite County

 Done at any other facility will be at employee's expense

-All licensing fees will be at employee's expense.

-DOT requirements **must** be current.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma.

- At least one year's experience driving heavy trucks, welding, and operating related construction equipment preferred

-Must possess a valid Montana Commercial Operator's License, Class A.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

--Performs assigned duties.

--Effectively operates trucks to perform tasks.

- Operates, services, and maintains equipment following procedures of safety.
- Demonstrates physical stamina and strength to perform duties.
- Is able to work in extreme temperatures and adverse weather conditions.
- Demonstrates good depth perception.
- Performs regular maintenance service on heavy equipment.
- Deals courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

ESSENTIAL ROAD & BRIDGE DEPARTMENT FUNCTIONS

A. FUNCTION (including skill level)

Provides organized, functional road and bridge program. Follows directions and instructions of supervisory personnel. Reads county personnel manual.

TRADITIONAL METHODS (including knowledge & abilities) Uses knowledge of road and bridge program. Talks and listens to communicate effectively. Use visual acuity skills to read and understand county personnel manual

B. FUNCTION (including skill level)

Provides care for county equipment, checks fluid levels, lubrication, tire pressure et., prior to use of county equipment. Observes and immediately reports all deficiencies and equipment breakdowns or failure.

TRADITIONAL METHODS (including knowledge & abilities) Uses knowledge of equipment pre-operation procedures. Communicates through verbal and written processes. Postural activity includes sitting, standing, walking and driving. Uses hands and fingers to release and lift hoods, grasps and handles air hose, pressure gauge, etc. May climb, stoop, kneel, crouch to check fluid reservoirs, etc.

C. FUNCTION (including skill level)

Provides care of county facilities. Provides clean-up and minor maintenance to county shop facilities and grounds. Reports all deficiencies of maintenance items, cleaning supplies, toiletries, etc.

TRADITIONAL METHODS (including knowledge & abilities) Uses knowledge of building and grounds maintenance and clean-up. Postural activity varies and includes sitting, standing, walking and driving. Strength requirements include handling various mechanical hand tools and supplies. Communicates through verbal and written processes.

D. FUNCTION (including skill level)

Attends safety and training programs. Participates and cooperates in all training, instruction, etc., provided by Granite County, including but not limited to; equipment operation and maintenance, road and bridge maintenance and construction, safety, communications and general county operations.

TRADITIONAL METHODS (including knowledge & abilities) Communicates through verbal and written processes. Education may involve sitting in chair at table or desk, or practical application involving various postural, strength and physical demands.

E. FUNCTION (including skill level)

Performs required work duties. Examples include, but are not limited to controls traffic around work sites, loads and hauls rock, gravel, dirt, asphalt, etc. Patches and constructs roads and streets, shovels mix, rakes, compacts, etc. Operates roller, asphalt distributor, front end loader, trucks, sanders and snow plows. Works as operator of bull dozer, graders and other equipment. Loads brush, performs general clean-up, operates chain saw, services equipment, drainage and ditch work, digs holes, sets poles, builds fence, responds to emergency calls on nights and weekends as requires; performs other assigned work activities including fire fighting and flood activities.

TRADITIONAL METHODS (including knowledge & abilities) Must be capable of physically performing the full range of postural, strength, physical demands in regard to site, stand, walk, lift/carry, climb, balance, etc. Uses knowledge of road, bridge and building maintenance procedures. Communicates through verbal and written processes.

F. FUNCTION (including skill level)

Provides documentation of activities. Documents hours worked, anticipated vacation use, equipment use, work areas, etc. as required. Accounts for tools, equipment, supplies and progress. Accounts for and documents work and equipment during fire fighting and emergency work.

TRADITIONAL METHODS (including knowledge & abilities) Communicates through verbal and written procedures. Talks and listens to communicate effectively. Reaches, grasps, and fingers objects such as writing instruments, files, logs, etc.

JOB ANALYSIS FORM

LOCATION

COUNTY: Granite

DEPARTMENT: Road & Bridge Department

JOB INFORMATION

JOB TITLE: Operator/Mechanic

RATING

| | SEDENTARY | LIGHT | MEDIUM | HEAVY | VERY HEAVY |
|----------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| Job Strength..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fundamental Duty.... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Marginal Duty..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY

| 1. Posture | INCREMENT | OCCASIONAL (0-3 hours) | FREQUENT (3-5 hours) | CONTINUOUS (5-8 hours) |
|------------------------|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Sit..... | <u>Few Min to Sev Hrs</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Stand..... | <u>Few Min to Sev Hrs</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Walk..... | <u>Few Min to Sev Hrs</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Driving Tolerance..... | <u>Few Min to Sev Hrs</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Comments: Daily job duties vary as to assignments, employee has 10 to 15 minute a.m. and p.m. coffee breaks and half hour lunch break.
