



## **NOW HIRING: Heavy Duty Mechanic**

### **JOB SUMMARY:**

Under direction, performs mechanical repairs and maintenance on all Leelanau County Road Commission vehicles or equipment. Various pieces of equipment include but are not limited to heavy-duty trucks, semi tractors, graders, loaders, excavators, agricultural tractors, roadside mowers, underbody scrapers, material spreaders, dump bodies, snow plows, trailers, street sweepers, aerial towers and pick-up trucks.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Performs mechanical repairs and preventative maintenance on various pieces of equipment.

Identifies and repairs mechanical issues including but not limited to; mechanical and computer electronic controls, diesel and gasoline engines, air brake systems, transmissions, electronically controlled automatic transmissions, electrical repairs, exhaust and emission control systems, heating and air conditioning, hydraulics, steering and suspension systems.

Performs routine maintenance checks and adjustments on vehicles and equipment including: fluid levels, hoses, belts, brakes, tires, clutches, change oil and filters, and lubricate equipment.

Performs a variety of welding functions.

Maintains vehicle records by recording service and repairs as needed through the use of fleet management software.

Provides mechanical information as needed to appropriate personnel.

Maintains vehicle appearance by cleaning, washing, and painting.

Responds to routine and emergency calls for repairs and service both in house and road calls.

Utilizes mechanized tools, jacks, floor hoists and above ground hoist.

Maintains equipment by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance.

Maintains a clean and organized work area.

Will be required to work irregular hours, weekends and holidays when needed.

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#### **Commissioners**

Jim Calhoun  
John Popa  
Robert Joyce  
Greg Mikowski  
Garth Greenan

#### **Staff**

Manager – Brendan Mullane  
Superintendent – Dave Priest  
Finance Manager – Susan Boyd  
Engineer – Craig M Brown, PE  
Fleet Manager – Tim Trudell

#### **General Contact Info**

Phone (231) 271-3993  
Fax (231) 271-5612  
e-mail [lcrc@leelanauroads.org](mailto:lcrc@leelanauroads.org)  
<http://leelanaucountyroads.org>



Operates a pick-up to perform assigned job functions.

Performs related and unrelated duties as assigned.

### **QUALIFICATIONS:**

#### Required Education and Experience

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test

#### Additional Required Experience for Mechanic/Fabricator

- Proven experience as a welder
- 3G Gas Metal Arc Welding certification preferred but not required.
- Experience with fabrication, construction and repair welding skills by determining the appropriate welding equipment or method based on requirements.
- Must be able to set up components for welding according to specifications.

#### Preferred Education and Experience

- Possession of an Associate's Degree in Automotive Technology, Heavy Duty Truck Technology, Heavy Equipment Technology or related field

#### Licenses or Certifications preferred but not required

- Be licensed as a Certified Mechanic in heavy duty truck brakes, braking, steering and suspension systems.
- Possession of a valid Michigan driver's license and operable, insured automobile for authorized travel
- Possession of a current Michigan Commercial Driver's License and appropriate endorsements (Class A unrestricted)

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES:**

#### Skilled in:

- Routine maintenance checks and adjustments on all vehicle types and heavy equipment
- Fabrication, construction and repair welding of all types of equipment
- Determining the appropriate welding equipment or welding method based on repair requirements
- Mechanical and computer electronic controls, air brake systems, transmissions, computer controlled automatic transmissions, electrical repairs, exhaust and emission control systems, heating and air conditioning, hydraulics, steering and suspension systems
- Troubleshooting breakdowns
- Common sense and repair facility safety practices

#### Ability to:

- Effectively speak, write and understand the English language
- Understand and carry out oral and/or written instructions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Work independently and as a team when needed
- Establish and maintain effective working relationships with elected officials, administrators, department heads, staff, union officials and the public



## COMPENSATION & BENEFITS

The Leelanau County Road Commission puts great value in the Heavy-Duty Mechanic position by offering an hourly wage of \$23.67 plus \$.50 per hour for each HD Mechanic certification and \$.25 per hour for CDL-A license holder.

Our extensive benefits package includes

- Health, vision, and life insurance all paid by employer 100%,
- Dental insurance
- HSA contributions
- Retirement plan with 8% contribution by employer
- 40 hours of paid personal time per year, paid vacation, 10 paid holidays per year
- Annual reimbursement available for cost of work boots and high visibility workwear.