

10/2019

MDT

Blue Collar Description

Service/Combination B Grade 10 Class Code 999102

Working Procedure: Assists with the maintenance and repair of machinery and mechanical equipment, such as automobiles, light and heavy duty trucks, as well as construction equipment (diesel, gasoline, hybrid, or propane), adjusts, diagnoses, and replaces nonfunctional parts of devices and control instruments, replaces worn or defective parts, repairs and replaces tires on vehicles and equipment, lubricates and cleans parts, performs some minor repairs without supervision.

Keeps electronic records of time and materials, services equipment, and maintains preventive maintenance service records. Utilizes Equipment Vehicle Maintenance Management System (EVMMS) to process work orders and update vehicle repair records, assists and substitutes as Materials Coordinator as needed.

Cleans shop area, may do general janitorial work, grounds and building maintenance, and snow removal.

May be required to perform routine highway maintenance work in case of emergencies.

Performs related work as required.

Tools and Equipment:

Must possess all basic hand tools, have operational knowledge of parts washer, high pressure washer, forklift, pickup, tire tools, vehicle parts, measuring gauges and instruments, computers, electronic and other diagnostic equipment.

Materials: Vehicle parts, tires, stock items, fuels, oil and lubricants, coolants, solvents, detergents, metal stocks, rags and fasteners.

Source of Supervision: Shop Superintendent or designee.

Physical Demands:

Must be able to perform physical activity in lifting (greater than 50 pounds), carrying, and/or operating the tools, equipment and materials.

Education, Trade Knowledge and Experience Required to perform the duties of the position are: one (1) years' experience as: a lubrication technician, light duty tire technician, or mechanic's assistant.

Formal light or heavy-duty technical training and/or certification(s) will also be considered. Basic computer knowledge and function. Requires working knowledge of basic record keeping.

Necessary Special Requirements: A valid Montana Commercial Operators License

(Class A, Type II) with no restrictions and a valid Medical Examiner's Certificate (MEC) is required. F Applicants with a learner's permit have 30 days to obtain the necessary Montana Commercial Operators License. Forklift certification must be obtained within 3 months after hire.

Successful applicant must have a telephone or be reasonably accessible to the work headquarters.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.