

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Working Title: Working Shop Foreman (WSF)

Job Title: Heavy Equipment Mechanic **Job Code:** 493044

Position Numbers: 541- 66038, 66045, 66051, 66063,
66210,66302,66303,66402,66502,66508,66601,66703,66809,66909

Location: Helena

Department: MDT **Division and Bureau:** Maintenance **Section and Unit:** Helena Equipment Bureau

Job Overview: The Equipment Bureau provides, maintains, and administers all vehicles and equipment required by the Department of Transportation. The Equipment Bureau is responsible for the maintenance, repair, and replacement of the 4000 units in MDT's fleet; as well as the 800 vehicles in the State's Motor Pool Program. The Equipment Bureau personnel are assigned to administrative, financial, purchasing and technical specification services. The Central Shop and Motor Pool are also administered by the Equipment Bureau. The Equipment Bureau is responsible for the fabrication and assembly of all new vehicles and equipment, and the retrofitting of units already in service; for the evaluation of new units for fleet operations; and the development of bid specifications and pre-award approval for the purchase of all Department vehicles and equipment.

Duties: Mechanical, Technical and Maintenance Work): **80%**

This position works in the repair and maintenance of machinery and mechanical equipment, gas and diesel, works with pumps, motors, engines, power trains, tools, vehicles and heavy equipment, welds (gas, arc and wire) cuts metals during repairs or fabrication. This position engineers, designs, and fabricates tools and equipment, modifies existing equipment (Snow Plow Trucks or other equipment) as this will enhance highway maintenance

Incumbent works with all basic hand and power tools, measuring gauges and instruments, sophisticated electronic and other diagnostic equipment. This includes all welding and cutting equipment, metal machinery equipment, specialized equipment, shop vehicles, heavy equipment, trucks, light duty equipment, layout work instruments. Incumbent works with parts and service manuals, diagrams, schematics, sketches, operations manuals, and manufacture's specifications, computers for computerized manuals and equipment repair information.

Advises and provides technical expertise to other shop mechanics in diagnosing equipment problems, determining repairs needed, and course of action to be taken. Inspects and reviews the work as directed by the shop superintendant on a as needed basis.

Materials and Parts: Works with structural steel, welding materials, lubricants, coolants, cleaning materials, metal stocks, rags and fasteners and hazardous materials

Acting Shop Superintendent **15%**

Serves on an acting basis as the Shop Superintendent to accommodate periods of absence or unavailability by the 8 permanent Shop Superintendent (i.e., due to, approved leave, emergencies, illnesses, conferences, etc.). This includes responsibility for assuming operational authority necessary to ensure effective project delivery with the equipment shop.

Other duties **5%**

This position performs a variety of other duties as assigned by the Shop Superintendent in support of the Department mission and Division objectives. This includes exchanging information with consultants, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; and performing a variety of other duties as directed.

Physical and Environmental Demands:

Must be able to perform strenuous physical activity in lifting, carrying, and/or operating the tools, equipment and materials listed above. The work is generally performed in an environment with exposure to dust, fumes, noise, orders, grease, caustic and hazardous materials and adverse weather conditions, contact with electrical, high pressure hydraulic and high speed pneumatic power tools, high speed gas powered air compressors and gasoline powered electrical power plants and welders; and a fleet of light to heavy-duty vehicles and special equipment such as screening plants, hot asphalt distributors, tar pots, pulvic mixers, etc. Extensive travel in all weather conditions is necessary to repair and inspect equipment, monitor field operations for proper equipment usage, respond to emergency situations, or attend meetings, schools and seminars. Normal work shift is 8 hours; 5 days a week, but are subject to call out at any time for emergencies or to meet repair demands. Mental stress may be expected during emergency decision-making or in conflict situations. This position requires an extensive knowledge of safety procedures and use of protective clothing or gear while exposed to power tools and equipment, caustic and hazardous materials, or while performing physical activities.

Supervision:

The position does not directly supervise on a daily basis but may step in and supervise when superintendant is absent.

This could include anywhere from 3-10FTE across the state. The FTE depends on the shop they may step in and supervise across the state.

Knowledge, Skills and Abilities (Behaviors):

Knowledge of repair shop management, and complex computerized engine and hydraulic systems, operation and diagnosis/repair. Knowledge of equipment components, practices and techniques of equipment repair, Equipment Management System, hazardous materials regulations and requirements, workplace safety policies, union contracts and grievance procedures, Department policies and procedures, and budgeting. Use of hand and power tools, test and diagnostic equipment. Computerized electronic components and the application of management techniques to budgets, personnel, and equipment.

Ability to diagnose or troubleshoot equipment problems, repair equipment, supervise the work of others, respond quickly and calmly to emergency situations, prioritize and coordinate a variety of work operations, plan, organize, implement and direct programs. Read and comprehend technical manuals, establish and maintain effective working relationships with employees, other agencies and the public. Communicate effectively orally and in writing. Researches, and prepares documentation.

Knowledge and understanding of union contracts. Assists in monitoring employee compliance with all Department policies and procedures. Administrative records including inventory, usage reports, shop job orders, PM summary, section equipment summary and purchasing policy. Computer knowledge to utilize internet access for research, Equipment Management systems, and e-mail, and computer-based diagnostic software.

Minimum Qualifications (Education and Experience):

Education:

Check the **one box** indicating minimum education requirements for this position.

- Related AAS/2-years college/vocational training

Experience:

Check the **one box** indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- 3 years

Three years of equipment repair and operation experience at journeyman level. Included in these three years are any combination of heavy or light duty repair, examples are cars and pickups, trucks, loaders, motor patrols, track-type tractors, asphalt hot plants, or other heavy equipment used for highway construction or maintenance.

Alternative Qualifications:

Education and experience will substitute on a year for year basis.

Yes No

Minimum of five (5) years of equipment repair and operation experience at journeyman level. Included in these five years are any combination of heavy or light duty repair, examples are cars and pickups, trucks, loaders, motor patrols, track-type tractors, asphalt hot plants, or other heavy equipment used for highway construction or maintenance.

Specific Requirements:

List any other special required information for this position

- Valid Montana Commercial Operators License (Class A, Type II)
- Valid driver's license
- Must have a telephone or be reasonably accessible to the work headquarters
- Other;**

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Mechanic **Job Code Number:** 493044

Pay Band: 4

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Diana Piccono

HR Bureau Chief

8/17/2018

Signature

Title

Date