



MORRISON COUNTY

JOB DESCRIPTION

Job Title:	Maintenance Mechanic
Department:	Public Works
Classification:	Grade 8
Reports to:	Facilities/Fleet Foremen
Supervises:	No
Normal Business Hours:	Monday – Friday, 7:30 AM – 4:00 PM
Telecommute:	Not available
Union:	Yes
FTE Status:	1.0 Full-Time Equivalent
Last Reviewed:	12/2024

Nature of Work:

This position assists in the maintenance and repair of automotive, maintenance, construction and related equipment used in highway maintenance and assists in the maintenance of public works facilities. Participates in snow and ice removal for county infrastructure.

Communicates with:

Internally – All Public Works staff.
Externally – Vendors and Public.

Supervision:

N/A

Essential Work Functions:

- Performs routine and non-routine diagnosing and repair of county vehicles and equipment.
- Performs mechanical repairs and adjustments on drivetrain, brakes, steering, electrical, hydraulic, heating and air conditioning, and related systems on automotive, maintenance, construction, and related equipment.
- Performs preventative maintenance activities which may include checking tires; checking fluid levels; adding fluids; draining engine oil; lubricating; replacing filters; wipers, belts, and related equipment.
- Operates a service truck or other equipment in conducting field repairs as may be required and operates miscellaneous shop equipment.
- Assists in performing DOT inspections and makes required repairs to ensure vehicles meet DOT requirements.
- Designs, fabricates and/or builds mounts and other items needed for vehicles and equipment.
- Orders and purchases supplies and parts needed in the repair or serving of vehicles, equipment, and facilities.
- Analyzes the repair or replacement repairs based on cost effectiveness issues and purchases necessary parts.
- Develops and maintains maintenance files and records to document repairs, service, or operation manuals.
- Maintains accident, repair, and service records on all vehicles and equipment.
- Performs facility maintenance at public works buildings, including satellite shops and solid waste facility.
- Operates heavy and light equipment performing snow and ice removal in an efficient and safe manner.
- Completes various reports and reviews documents, including truck and trailer inspection sheets, safety data sheets, time cards, inventory sheets, maps, material safety data sheets, vehicle repair sheets, inventory sheets, load sheets, fuel consumption sheet, job evaluation reports, hazardous chemical safety program reports, accident reports, injury reports, disposal and incident response forms, and vehicle maintenance reports.
- Attends and participates in job-related workshops, seminars, and trainings; as well as safety, work zone, fire, first aid, CPR and other seminars, and trainings.

Other Work Functions

- Performs related work as required.
- May perform duties of a Maintenance Technician.

Minimum Qualifications of Education and Experience:

- Requires High school degree or GED.
- One (1) year of relevant experience.
- Certified in MN State Patrol Commercial Vehicle Inspection or obtain within six (6) months of hire.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Class A commercial driver's license and tanker endorsement.
- Ability to operate a variety of tools and possess mechanical aptitude.
- Understanding of the organization's goals and objectives.
- Follows workplace safety rules and notifies management of observed risks in a timely manner.
- Good interpersonal skills.
- Highly self-motivated and directed.
- Ability to work early morning starts, extended hours and being called for unscheduled work.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to follow policies and procedures, including established departmental dress code and safety requirements.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment	X			
Sitting, standing			X	
Walking, reaching, pulling			X	
Typing/data entry	X			
Talking, hearing			X	
Close and distance vision				X
Heavy (Over 60 pounds of force)				X
Challenging or threatening behaviors	X			
Hazardous physical conditions				X
Atmospheric Conditions				X
Travel			X	
Hazardous materials				X
Extreme temperatures				X
Environmental				X
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____