

**JOB TITLE:** Road & Bridge Equipment Mechanic & Operator/Laborer

**SUPERVISED BY:** Pondera County Road & Bridge Department Superintendent  
Lead Operator of Assigned Area  
Pondera County Board of Commissioners

**SALARY:** \$\_\_\_\_\_ per hour for first 90 days probationary period; upon successfully completing first 90 days probation, increasing to \$\_\_\_\_\_ per hour; and full per hour pay of \$\_\_\_\_\_ upon successfully completing 180 days probation.

**Full Time non-exempt Position,** not to exceed 2080 hours per fiscal year. Pay cycle is **monthly**. This position will accrue **compensatory time** under the guidelines of the Federal Fair Labor Standards Act and applicable Montana Statutes.

*Pondera County is an equal opportunity employer. Pondera County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employee's knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Work Unit Overview:** In incumbent in this position is typically assigned to the public works or Pondera County Road and Bridge Department.

**Job Summary:** Performs routine maintenance and unscheduled repair on specialized equipment used on large scale County projects. In addition, performs mechanics duties including diagnosing, adjusting, repairing, or overhauling automotive or small engines used to power lawn mowers, chain saws, recreational sporting equipment and related equipment. This Worker must have the ability and knowledge to operate all equipment and related equipment (heavy and otherwise) used by the Pondera County Road and Bridge Department.

**Work Schedule:** This position will have a flexible work week consisting of up to ten (10) hours per day. The work schedule may change periodically due to extenuating circumstances such as adverse weather, time constraints, etc. The schedule may be changed upon written notification from the Board of Commissioners. **Work in excess of forty (40) hours per week will accrue compensatory time, pursuant to the Federal Fair Labor Standards Act and applicable Montana statutes.**

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Perform repair and maintenance on specialized large scale public works equipment, including diagnosing, adjusting, repairing, or overhauling mobile mechanical, hydraulic, and pneumatic equipment, such as road graders, cranes, bulldozers, and conveyors; and repair and replace damaged or worn parts according to established procedures and safety guidelines.
- Deliver and retrieve parts and equipment to and from local vendors.
- Dismantle and reassemble heavy equipment using hoists and hand tools; operate and inspect machines or heavy equipment to diagnose defects.
- Test mechanical products and equipment after repair or assembly to ensure proper performance and compliance with manufacturers' specifications.
- Clean, lubricate, and perform other routine maintenance, including but not limited to, changing filters and fluids and work on equipment and vehicles.
- Read and understand operating manuals, blueprints, and technical drawings.
- Overhaul and test machines or equipment to ensure operating efficiency.
- Fit bearings to adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment.
- Diagnose faults or malfunctions to determine required repairs, using engine diagnostic equipment such as computerized test equipment and calibration devices.
- Examine parts for damage or excessive wear, using micrometers and gauges.
- Tune up or rebuild gas and diesel engines.
- May perform light engine repair, including County vehicles such as automobiles and light trucks; perform routine maintenance such as cleaning and oiling parts, honing cylinders, and tuning ignitions systems.
- Record repairs made, time spent, and parts used according to established procedures.
- Obtain problem descriptions from operators, and prepare time and cost estimates for repairs.
- Test and inspect engines to determine malfunctions, to locate missing and broken parts, and to verify repairs, using diagnostic instruments.

- Repairs or replace defective parts such as magnetos, water pumps, gears, pistons, and carburetors, using hand tools.
- Demonstrate to County Operators and Laborers how to maintain equipment.
- Tows or transports County junk vehicles for temporary storage and tows and transports inoperable equipment to shop for repairs.
- Practice customer service in all dealings with other Pondera County employees, vendors, and the public.
- Work in conjunction with the County Sanitation Department on the junk vehicle program.
- Conduct special assignments as instructed to meet a need within County government operations.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to effectively walk, sit, talk, and hear.
- A good sense of smell to effectively help trouble shoot defective equipment.
- Required to use hands and arms in handling, installing, positioning, and moving materials, and manipulating items.
- Must routinely lift and/or move up to 51 to 100 pounds.
- Routinely required to stand for long periods of time. Required to complete physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Good vision.
- Work occurs in County buildings and on or alongside public roadways.
- Exposure to extreme seasonal conditions while outdoors. Exposure to extreme cold and/or wet conditions while indoors.
- Exposure to loud noises (ear protection available).
- Exposure to moving parts while inspecting machinery.
- Exposure to toxic chemicals.
- Risk of electrical shock and burns from welding equipment and heavy-duty industrial batteries.
- **Due to the nature of this position, the physical requirements will not be waived. No equipment will be modified to such an extent as to prevent use by all department personnel.**

**Supervision Exercised:** *List jobs reporting to the subject position and level of supervisory authority.* The primary function of this job is not in a supervisory capacity; an incumbent may be asked to train newer employees.

**Knowledge, Skills, and Abilities:**

This position requires mechanical knowledge of machines and tools, including their designs, uses, repairs, and maintenance, along with knowledge of diagnostic tools, engines, automotive repairs, and engine designs.

This position requires skill in the use of diagnostic and automotive repair tools including, but not limited to, hand and pneumatic tools. In addition, this position requires the skill in monitoring gauges, dials, or other indicators to make sure a machine is working properly.

This position requires the ability to have manual dexterity to apply torque and other specific physical traits to properly repair automotive and small engines.

This position requires the ability to interact positively with the general public and co-workers.

**Education and Experience:**

The job requires education and experience equivalent to a high school diploma or GED, and 3 to 5 years demonstrated experience on small and large engines including, but not limited to, automotive and road construction equipment repair and maintenance. Must have experience with diesel engines. Experience operating heavy equipment preferred. An incumbent in this position is required to obtain a valid Montana Commercial Driver's License and maintain safe driving record.

Must have a thorough knowledge of methods, materials, tools, and equipment used in repairing automotive and road construction equipment and theory and operation of gasoline and diesel-powered internal combustion engines. Four years of experience diagnosing and determining the necessary repair regarding mechanical problems and heavy equipment commonly utilized by Road and Bridge Departments.

**OPERATOR/LABORER**

**Work Unit Overview:** The Road and Bridge Department within Pondera County is responsible for maintaining roads and bridges and complying with the statutory requirements set forth for County Road Superintendents. Services include overseeing the design and reconstruction of existing roads and bridges; performing maintenance projects such as pothole repairs, chip seals, striping, signage, safety modifications, and drainage and storm water improvements. During the winter the department performs snow removal, de-icing, and sanding.

**General Position Description:** Worker performs a variety of semi-skilled and skilled functions associated with the operation of a variety of heavy equipment and power tools used to safely and effectively maintain and construct the roads and bridges within Pondera County. Duties include performing road maintenance functions, either manually or with a variety of hand tools, monitoring the safety of project sites and work activities, inspecting and maintaining or repairing roads within a designated area as needed, and providing routine and emergency winter maintenance services according to applicable policies and procedures. Duties also include the requirement to perform equipment preventative maintenance, labor and general construction and carpentry duties.

**Work Schedule:** Individual filling this position will normally work a four (4) day work week, ten (10) hours per day. The nature of the position may require changes to the work schedule due to such factors as adverse weather, time constraints, etc. This work schedule may be changed upon written notification from the Board of Commissioners.

**Work in excess of forty (40) hours per week will accrue compensatory time, pursuant to the Federal Fair Labor Standards Act and applicable Montana statutes.**

**Essential Duties (Major duties or responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- A. Operating a variety of large trucks and specialized heavy equipment on construction and maintenance projects as well as sanding and plowing equipment during hazardous road conditions. The trucks and specialized heavy equipment may include any of the following:

<b>Motor Grader</b>	<b>Dozer</b>	<b>Snowplow</b>
<b>Water Trucks</b>	<b>Front-end-loaders</b>	<b>Diesel Truck/single &amp; tandem axle</b>
<b>Asphalt zipper</b>	<b>Backhoe</b>	<b>Diesel Truck w/pups</b>
<b>Oil distributors</b>	<b>Wheeled tractors</b>	<b>Mowers</b>
<b>Skid Steer</b>	<b>Roto-tiller</b>	<b>Excavator</b>
<b>Semi-tractor w/Trailer</b>	<b>Chippers</b>	<b>Roller</b>

Assorted trailers are pulled by the trucks, tractors and heavy equipment.

- B. Operate equipment identified in “A” to perform routine construction and maintenance of paved and unpaved roads, bridges and property within Pondera County to ensure the department provides services safely, in accordance with laws and policies.
- C. Receive and review work assignments and collaborate with other road and bridge workers, equipment operators and the Supervisor to determine the time, equipment, and personnel necessary to complete road maintenance, repair, and construction projects. Respond to requests from Pondera County Dispatcher when other projects become a priority.
- D. Maintain, repair and construct roads according to project specifications, engineering standards, and County requirements. Examine road surfaces, sub-grade, drainage, right-of-way and other components to determine appropriate methods, tools and equipment to complete projects.
- E. Operate equipment or function as labor to open gravel pits, transport gravel and close gravel pits.
- F. Assist in the maintenance of an inventory control program within the Road Department.
- G. Utilize electric and gas welders and cutting torches to assist in the fabrication or repairs of County property.

- H. Calibrate, operate and monitor the use of heavy equipment and tools to ensure safety and effectiveness. Check and maintain proper fluid levels and air pressures of equipment.
- I. Perform vehicle and equipment safety checks and minor maintenance on vehicles as allowed.
- J. Provide manual labor support in transporting equipment and materials, culvert cleaning; clearing roadsides, and drainage features; preparing, applying and finishing asphalt surfaces, pothole patching; digging holes and ditches; fencing; trimming and cutting trees and shrubs; traffic control; and related activities. Use and maintain construction hand tools to cut concrete, steel timbers, and repair bridge decks.
- K. Complete varied tasks in support of road and bridge maintenance including, but not limited to, sign repair, carpentry work, fence installation, jack hammering, power tampering, painting, erosions control and drainage, tree trimming, yard maintenance, and weed control. Assist in cleaning of all shop and building areas when possible.
- L. Monitor project sites and work activities to ensure compliance with safety protocols related to the public, project crews, heavy equipment and tools, traffic control, materials, and other considerations. Resolve minor safety issues or deficiencies and refer major problems to supervisor.
- M. Conduct inspections of County roads and bridges to ensure safety and, when necessary, respond to emergency situations including emergency snow removal., de-icing, water on roadways, fallen trees, etc. When directed, this also includes periodic inspections of grounds, shops, facilities, and monitor the condition of roads and bridges to ensure the safety of the public.
- N. Follow all County safety requirements, traffic control procedures and standard operating procedures when performing road and bridge work and monitor outside contractors to ensure they are also following these procedures when engaged in joint or separate operations. Coordinate Road and Bridge work activities with other public works departments, County departments and local agencies. Report violations to Supervisor.
- O. Monitor vehicles, equipment and tools to ensure proper performance, maximize the length of operating service and perform or coordinate the performance of preventative maintenance and repair. Ensure effective and efficient use of vehicles, materials, contractors, facilities and time.
- P. Compile and submit activity reports, equipment logs, inspection reports, and other records to provide accurate, complete and timely information.
- Q. Perform other duties as assigned including managing special projects, attending meetings, and conferences, providing backup for other staff and participating in training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, drive, hear, bend, stoop, twist and balance; need the ability to occasionally kneel and crawl; need the ability to grasp manual controls and the ability to use foot controls.
- Essential work requires significant physical demands related to repeated lifting of up to 100 pounds, carrying tools, materials and equipment over rough terrain, climbing, reaching and bending.
- Far visual acuity and depth perception used extensively while operating equipment and machinery.
- Work is on active constructive sites involving pervasive hazards associated with heavy equipment and tool operations; speeding traffic; loud and constant noise; and regular exposure to chemicals, dust, fumes and combustible materials.
- Scheduled work hours may include early mornings or late evenings as well as occasional week-ends and holidays.
- Occasionally operates gas, electrical, and diesel-powered equipment.
- Work is subject to travel and performing work assignments in outlying or remote areas which may include other locations in Pondera County and outside that of the Conrad, Pondera County assigned area when necessary. At times this work involves exposure to varying weather conditions of extreme hot and cold temperatures.
- Some working conditions require special precautions and the use of protective gear. (e.g., hard hats, respirator masks, gloves, etc.).
- **Due to the nature of this position, the physical requirements will not be waived. No equipment will be modified to such an extent as to prevent use by all department personnel.**

**Supervision Exercised:** *This job does not supervise other County Staff.*

**Knowledge, Skills and Abilities:** This job requires knowledge and skills in specialized heavy equipment and tool operations, road/bridge maintenance and construction standards and procedures, culvert installation and maintenance, material specifications, and basic mechanical diagnosis and repair. This job requires a thorough knowledge of County-road conditions, areas and needs; construction and bridge and culvert maintenance on both paved and graveled roads; ability to learn some engineering and mechanical principles.

This job requires the ability to monitor and maintain safety protocols, work effectively under adverse site and weather conditions, collaborate tasks and procedures with others, comply with state and federal laws as well as County policies and procedures, deal with stress and emergency situations, deal effectively and

effective working relationships with co-workers, supervisors, other County officials and departments, various state and federal agencies and the general public.

**Education and Experience:** This job requires education and experience equivalent to a high school diploma or GED, driving or operating large trucks and heavy equipment on construction or maintenance projects or related experience.

**Additional Requirements:** Worker must live within twenty (20) minutes of assigned shop. Individual must be bondable under the provisions of the County insurance policy. Worker must agree to participate in a continuing education program covering proper use of equipment, safety, technical skills, supervision, human relations or other programs relevant to the duties and responsibilities of this department. Position requires intermittent travel to attend training and/or other work related functions.

Individual must possess or acquire (within 90 days of hire) a Montana, Class A, CDL, driver's license with air brake endorsement, tanker endorsement and Medical Examiner Certificate (MEC). The completion of the following training/accreditations within six months of hire are additional requirements for this job:

- Flagger Certification;
- First Aid/CPR;
- Work Zone Safety Training.