

HILLSDALE COUNTY ROAD COMMISSION  
1919 HUDSON ROAD, HILLSDALE MI, 49242

HELP WANTED ADVERTISEMENT

MECHANIC

The Hillsdale County Road Commission is accepting applications to fill the position of a Mechanic. Qualified candidates must possess a high school diploma or equivalent. Minimum of one year college, specialized training or vocational training in automotive, heavy equipment and heavy truck maintenance. Experience of four to five years of experience as an auto and truck mechanic, involving the repair of both diesel and gas motors, drive trains, hydraulics, and heavy equipment. Experience in welding and fabrication preferred. At the sole discretion of the Director, an equivalent combination of education and experience may be considered. Qualified candidates must be in possession of a valid Michigan driver's license; CDL with a Class A Endorsement preferred or willing to obtain within 6 months of employment. Base rate of pay is \$25.18, increases come with certain certifications. Ability to pass a DOT physical and drug screen. State of Michigan Master Heavy Duty Truck & Auto certification preferred. Applicant must be able to obtain forklift certification and overhead crane certification upon hire. Applications and job descriptions are available at the road commission office on M-99 at Steamburg Road, Hillsdale, between 7:30am and 2:30pm Monday – Friday or on the website at [www.hillsdalecrc.org](http://www.hillsdalecrc.org). Completed applications can be emailed to [hillsdale@hillsdalecrc.org](mailto:hillsdale@hillsdalecrc.org), mailed to the address above or hand delivered. Applications will be accepted until September 14, 2023.

AN EQUAL OPPORTUNITY EMPLOYER

# HILLSDALE COUNTY ROAD COMMISSION

## MECHANIC

### General Summary

Under the supervision of the Garage Foreman to perform a variety of repair, maintenance, and fabrication activities on the commissions fleet and equipment. Rebuilds and replaces mechanical, electrical and hydraulic systems as needed. Schedules and performs regular preventative maintenance activities to keep all vehicles and equipment in service. Maintains various records detailing work activities for the preparation of related reports.

### Essential Functions

1. Repairs, rebuilds and/or replaces engines ranging from small chain saw to large tractor diesels and performs such tasks as boring out cylinders, fitting pin bushings, replacing valves, regrinding valve seats, re-facing rocker arms, installing cam bearings, and fitting other bearings.
2. Repairs, rebuilds and/or replaces major power train components such as transmissions, differentials, transfer cases, clutches and drive shafts.
3. Repairs, rebuilds and/or replaces major hydraulic components on large shovels and graders such as hydraulic cylinders, valves, and pumps.
4. Repairs, rebuilds and/or replaces steering components such as power steering, tie rods, steering gear boxes, drag links and idler arms.
5. Repairs, rebuilds and/or replaces brake shoes hydraulic cylinders, air brake chambers, valves, carburetor, alternators, starters, distributors, generators, and solenoids.
6. Installs new equipment items such as snow plow frames, sanders, underbody scrapers, wiring, including lights, and hydraulic systems.
7. Diagnoses actual causes of malfunctions and performs repairs as needed.
8. Performs engine tune-ups and maintenance work such as replacement of spark plugs, fuel filters, and air pollution equipment.
9. Installs, repairs and maintains electrical equipment on road commission vehicles and equipment.

10. Reads schematics and electrical diagrams to determine electrical procedure on how a device functions in order to properly install or repair equipment.
11. Makes service calls in the field; returns vehicle to garage for repair or otherwise assists in the repair process.
12. Utilizes welders, cutting torches, and brazing equipment to fabricate new or repair old equipment such as snowplows, heavy equipment, and trucks.
13. Performs body and paint work which may require sheet metal, door, window, cab, and other metal work.
14. Keeps vehicles, equipment, toolboxes, work areas, and buildings clean, orderly and stored with necessary tools and supplies.
15. Records materials, parts, supplies used, time, and equipment expended for each work project for proper billing or recordkeeping.

### Other Functions

16. Other duties as may be assigned.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** High school diploma or equivalent. Minimum of one year of college, specialized training or vocational training in automotive, heavy equipment and heavy truck maintenance.

**Experience:** Four to five years of experience as an auto and truck mechanic, involving the repair of both diesel and gas motors, drive trains, hydraulics and heavy equipment. Experience in welding and fabrication preferred. At the sole discretion of the Director, an equivalent combination of education and experience may be considered.

**Other Qualifications:** Possession of a valid Michigan Driver's License; CDL with an A Endorsement preferred and willing to obtain within 6 months of employment. Ability to pass a DOT physical and drug screen. State of Michigan Master Heavy Duty Truck & Auto certification preferred. Must be able to obtain forklift certification and overhead crane certification upon hire.

Must supply all hand tools to complete repair tasks as assigned up to and including 1-1/4" wrenches/ sockets.

**Relevant Skills/Specialized Equipment Knowledge:**

- Basic office equipment such as telephone, calculator, photocopier, Fax, etc.
- Basic computer knowledge (including laptop) with ability to utilize diagnostic software.
- Ability to be on call 24/7 in emergency or weather-related situations.
- Ability to operate heavy equipment such as forklift, end loader, and backhoe.
- Ability to operate diagnostic equipment.
- Ability to use metal forming and welding equipment.
- Ability to use hand tools, power tools, specialized tools and equipment.
- Ability to read and understand wiring diagrams and hydraulic schematics.
- Ability to work independently or assist others.
- Ability to effectively communicate with employees, vendors, and the public tactfully, professionally, and courteously to reflect positively on the commission.

**FLSA Status:** Non-exempt, Union

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include but are not limited to the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.]*

- Ability to lift, up to 50 pounds.
- Ability to regularly climb into and out of equipment and vehicles.
- Ability to bend, twist, climb, stoop, pull, push, and stand for extended periods of time.
- Ability to work on equipment with arms overhead.
- Ability to regularly use hands, fingers and feet to handle or operate objects, tools or controls and to reach with hands and arms.
- Ability to hear communications via the telephone, radio transmissions, employees, the public.
- Ability to walk over rough or uneven terrain.
- Ability to see with close vision, distance vision, color vision, depth perception and the ability to adjust focus with or without corrective lenses.

**Working Conditions:**

- Works in a blend of outdoor field work and garage atmosphere with occasional discomfort due to heat, humidity, dust, noise, and adverse weather conditions.
- Occasional travel in and out of Hillsdale County may be required.
- Extended work days (beyond eight hours/day) are occasionally required.
- Exposure to moving mechanical parts.
- Exposure to vibrations from equipment.

- Exposure to fumes, airborne particles, toxic or caustic chemicals and risk of electronic shock.
- Exposure to automobile traffic and road construction sites.
- Exposure to hazardous environmental conditions when on job sites and areas of road construction may be encountered from time to time.
- Exposure to loud noise levels.

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Department Head

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Human Resources