

# LEAVENWORTH COUNTY JOB OPENING

## VACANCY #23-2-3

(Include this number on application)

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Posted 2-27-2023

**POSITION:** HV EQUIPMENT TECHNICIAN I, Public Works, Leavenworth, KS

**SALARY:** \$19.49 – 26.24/hour (Full Time – Benefits Eligible)

**County Employees Only:** May submit their application to the Human Resources Department, 1<sup>st</sup> Floor Room 104, in the County Courthouse, via email to [hr@leavenworthcounty.gov](mailto:hr@leavenworthcounty.gov), or via fax to (913) 684-1028.

**General Public:** May apply at the Leavenworth Workforce Center, 515 Limit Street, Leavenworth, Kansas or **EMAIL** applications to [hr@leavenworthcounty.gov](mailto:hr@leavenworthcounty.gov) or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at [www.leavenworthcounty.gov](http://www.leavenworthcounty.gov) under Human Resources.

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***This position closes when filled.***

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### LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: HV Equipment Technician I WORKING TITLE: Mechanic

DEPARTMENT: Public Works PAY LEVEL: Level 10 EXEMPT/NON-EXEMPT: N

SUPERVISOR: Fleet Ops Mgr/Shop Supervisors/Lead Techs SUPERVISES: N/A

LOCATION: Leavenworth County Shop, 23690 187<sup>th</sup> St, Leavenworth, KS 66048

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#### **RESIDENCY POLICY**

Residency is defined as the place where one's primary residence is located. The boundaries for Leavenworth County employees incorporate adjacent counties to include: Wyandotte, Johnson, Douglas, Jefferson, and Atchison Counties in Kansas and Platte County, Missouri. Certain departments within the County may have more stringent requirements for residency such as the Sheriff's Department and Emergency Medical Services. Any exception to this residency requirement must be specifically approved by the BOCC. (Revised 04/21/05)

#### **SCOPE**

Serves as an intermediate mechanic at the Leavenworth County Shop performing a variety of activities designed to service, repair and maintain county-owned heavy equipment. The work performed on the heavy vehicle team is a range of maintenance, repair, and service activities on heavy duty vehicles and heavy equipment. The knowledge and skills are broad in a developing capacity with minimal technical assistance from experienced and advanced level mechanics. Daily tasks include proper troubleshooting, diagnostics, and corrective actions in the repair and routine preventive maintenance on medium/heavy duty trucks, and heavy equipment. When necessary, tasks may include technician duties passenger cars, pickup trucks, lawnmowers, chainsaws and other miscellaneous small engines in the field or in the shop.

#### **PERCENTAGE OF TIME**

60%  
10%  
10%  
10%  
5%  
5%

#### **ACCOUNTABILITIES**

1. Performing intermediate duties with minimal supervision.
2. Performing experienced duties with general supervision.
3. Performing advanced duties with direct supervision.
4. Maintaining an organized, clean, and safe work environment.
5. Preparing work orders.
6. Fabricating parts for repairs.

#### **MINIMUM SKILLS AND KNOWLEDGE (\*Required prior to employment)**

1. Skilled to work independently and safely to perform standard tasks of a mechanic possessing a developing

skillset typical of an intermediate level mechanic.\*

2. Skilled in the use of a variety of diagnostic testing, tuning techniques, and equipment/tools (basic hand, pneumatic, power tools, precision measuring, tire machines, cranes, lifts, and rigging) for the proper diagnostic, service and repair of mechanical, electrical, and hydraulic malfunctions.\*
3. Knowledge of standard practices to complete maintenance and repairs after diagnostic reports using typical mechanic materials, tools and techniques.\*
4. Knowledge of routine service and repairs to mechanical, electrical, and hydraulic systems.\*
5. Skilled in the ability to read manuals and schematics, specifications, service and parts literature and other related technical publication.
6. Skilled in basic welding techniques.
7. Knowledge of computer operation, and programs for generating work orders and vehicle maintenance documentation.
8. Knowledge of department policies and procedures including safety procedures such as lockout-tagout for equipment maintenance.

**HUMAN RELATIONS** (This is not an inclusive list, other tasks/duties may be assigned.)

Candidate will work closely with supervisors and lead technicians the diagnostic results and treatment plans for repairs or maintenance of county vehicles, construction equipment and minor equipment. Must possess the ability to communicate clearly and concisely in person, on the phone and over the radio. Must be able to discuss parts and equipment easily for the purposes of ordering, prioritizing, and collaborating with supervisors, technicians, and parts purveyors.

**ILLUSTRATIVE TASKS** (This is not an inclusive list, other tasks/duties may be assigned.)

1. Repair heavy construction equipment and vehicles used by Leavenworth County with minimal supervision. This equipment may consist of heavy trucks, passenger cars, tractors, motor graders, chip spreaders, tandem rollers, wheel loaders, wheel tractors, mowers, asphalt pavers, asphalt distributors, dozers and scrapers. The technician is required to diagnose and prepare computerized work orders to include parts for the review and authorization by supervisor.
2. Performs with minimal supervision diesel mechanical work on vehicles, such as oil changes, fluid check, leak inspections, and other preventative maintenance as assigned. Assists the experienced and advanced technicians with overhauling engines, fuel line replacements, replacement of axles and differential clutches, steering assemblies, connecting rods and main bearings in a developing and learning capacity.
3. Performs hydraulic equipment repairs such as hose replacement, leak inspections, and other preventative maintenance as assigned. Assists the experienced and advanced technicians with repairs or replacements to steering boxes, power take-offs, pumps and side motor boxes.
4. Performs preventative maintenance and service to vehicles including tire replacement and repairs, windshield wipers inspections and replacements, glass, horns, lights, mud flaps, and other items not specifically included.
5. Makes service calls on job sites to repair mechanical failures on vehicles or equipment; diagnoses the situation and determines if vehicle can be repaired in field or needs to be returned to shop. Work is performed in the field if it can be accomplished safely and timely.
6. Welds heavy equipment i.e. equipment steps, braces, control arms, sand spreaders, snow plows and other miscellaneous items such as channels, beams and angle iron.
7. Operates on 24-hour call in emergency situations (snow storms, natural disasters, etc....).
8. Maintains equipment and tools, technical manuals, schematics, and other items associated with vehicle repair and maintenance so that items are in proper working order and available at all times for use or reference.

**MINIMUM QUALIFICATIONS**

Must have a High School Diploma/GED. Two years' combination of experience or related training to include technical school in gasoline/diesel engine repair. Referrals and recommendations are encouraged. Must be capable of lifting at least 75 pounds. Minimum ASE Steering and Suspension (T5) and Brakes (T4) Certifications are required or able to be obtained within 90 days of employment. Must possess or be able to obtain a Class B

Commercial Driver’s License (CDL) with endorsements within 90 days of employment. Must meet requirements outlined in Knowledge and Skills section marked with an \* and possess a valid driver’s license.

**ENVIRONMENTAL DEMANDS**

Work is performed in an enclosed shop with exposure to exhaust fumes. Excessive bending and lifting of heavy engines and repair parts is required. Work is performed up to 10% of the time in the field with weather conditions ranging from rain, snow and extreme heat and cold.

**ADA/PHYSICAL DEMANDS**

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|-------------------------------|---|
| 1. <u>Vision</u>              | Must be adequate for driving trucks and equipment and for using miscellaneous hand-held tools.  |
| 2. <u>Hearing</u>             | Must be adequate to hear for diagnostics of vehicles, safety notifications, the telephone and radios to communicate with foremen and supervisors. |
| 3. <u>Speech</u>              | Must be able to speak English clearly to communicate ideas and problems to foremen and supervisors.   |
| 4. <u>Standing</u>            | 35% of the time – performing various types of equipment repair, i.e. oil change and lube.   |
| 5. <u>Walking</u>             | 50% of the time – performing various types of equipment maintenance and repair.   |
| 6. <u>Sitting</u>             | 15% of the time – operating service truck and generating work orders.   |
| 7. <u>Lifting/Carrying</u>    | 75 pounds – must be capable of lifting at least 75 pounds, i.e. equipment tires, oil pails and grease pails.                                      |
| 8. <u>Pushing/Pulling</u>     | 100 pounds – tire replacement, equipment repairs, brake replacement, starter, alternator replacement.   |
| 9. <u>Climbing/Balancing</u>  | Must be capable of climbing on heavy equipment and trucks for repair.   |
| 10. <u>Stooping/ Kneeling</u> | Must be able to stoop/kneel for equipment repair.   |
| 11. <u>Reaching/Handling</u>  | Reaching for small tools and minor equipment and using hand held tools.   |

I have read the job description and understand the content.

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Signature

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Date

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***LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***  
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