



Trempealeau County Opening Equipment Mechanic

PURPOSE OF POSITION:

The Trempealeau County Highway Department is seeking to fill the position of Equipment Mechanic. The purpose of this position is to inspect, maintain and repair all department trucks and equipment for safe operation by all employees. The work is performed under the supervision of the Highway Commissioner and Shop Superintendent.

REQUIRED QUALIFICATIONS:

High school diploma or equivalent with vocational/technical specialized training in mechanical repair. Comprehensive knowledge of engines, transmissions, drive lines, electrical skills, hydraulic repair, and air brake systems. Knowledge of Ag tractors and heavy equipment repair. Gas and diesel engine diagnostics, emissions/DPF/DEF troubleshooting, EFI knowledge, computer/scanner experience for troubleshooting codes on equipment, trucks and electronic sander controls. Comprehensive knowledge of machine operations and maintenance is essential. Ability to obtain/maintain Commercial Driver's License (CDL) Class A CDL with airbrakes and tanker endorsement. Must successfully pass applicable background check and pre-employment/post-offer drug screen and physical. Selected candidate subject to DOT random drug and alcohol testing. Refer to the attached job description for additional information.

COMPENSATION / BENEFITS:

The 2019 wage range for this non-exempt position is \$19.01 to \$25.92 per hour (80 hours bi-weekly) starting rate depending upon qualifications. Regular hours are Monday through Thursday 6:00 a.m. – 4:00 p.m. Trempealeau County's compensation plan considers annual wage step increases. A comprehensive benefit package is offered to county employees including health insurance, pension, flex spending account, dependent care reimbursement, deferred compensation, dental, vision, short-term disability, life insurance, critical illness insurance, cancer insurance, and accident insurance, paid holidays, vacation and sick leave.

Application material available at www.tremplounty.com or by contacting Human Resources.

Completed application must be received (via mail, email, fax, or hand-delivered) to Human Resources by:

Open Until Filled

Trempealeau County Human Resource Department

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

personnel@tremplounty.com

Equal Opportunity Employer / Affirmative Action

2019 EMPLOYEE BENEFITS



TREMPEALEAU COUNTY (REGULAR PART-TIME/FULL-TIME EMPLOYEES)

Non-Represented Benefit Package for 2019. A complete packet of benefits information will be provided to the candidate selected for the position. This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.

Benefit Type	What you receive	Eligible	Who Pays
Medical*	County participates in the State of Wisconsin offered Health Plan. <u>\$500 individual / \$1000 family deductible.</u> Routine/Preventative services- plan pays 100%. Emergency Room copay - \$60 per visit. Annual Wellness Incentive - \$150 gift card for employee & spouse when annual physical or wellness screen is complete.	First of the month following 30 days of employment	County contributes 88% of the lowest cost plan. Employee Contribution Quartz-Community <u>Single Plan: \$86.08/per month</u> <u>Family Plan: \$211.49/per month</u> Premiums vary depending on plan selection. Other plans include WEA Trust West, Security Health Plan Central and Health Partners.
Flex Spending Account (FSA)	\$500 -Single Health Plan \$1000-Family Health Plan County contributes either \$500/\$1000 for each employee enrolling in the county sponsored medical plan.	First of the month following 30 days of employment	Option to contribute up to an additional \$2700 for medical and \$5000 for dependent care per year. Expenses must be incurred January 1, 2019 through March 15, 2020 and submitted for reimbursement by May 31, 2020.
Dental	Delta Dental WI Plan: Preventative (100% no deductible), basic and major (80/50%) and orthodontic (50% with \$1500 individual max) coverage. Deductible \$50/person; \$150/family. Annual max \$1200 per person.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$37.01 / month Employee + 1: \$73.48 / month Family: \$117.21 / month
Vision	Avesis Vision Plan: Eye exams (covered 100% in-network), lenses, frames, contact lenses and discount on Laser Vision Correction.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$10.92 / month Employee + 1: \$19.11 / month Family: \$28.39 / month
Term Life Insurance	Life insurance coverage for yourself, spouse and children. Plan gives you the availability to choose how much life insurance you want and need. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.
Universal Life Insurance	Coverage provides protection while building cash value. Income tax free death benefit to your beneficiary and potential for loans and partial withdrawals base on available cash value. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.

Short-Term Disability	Provides financial resources with benefits available up to 60% of your salary during time off work due to illness/injury.	First of the month following 90 days of employment	<u>Employee pays 100%</u> Cost varies based on age and hourly rate of pay.
Group Accident	Lump sum benefit for off the job accidental injuries, pays in addition to other insurances, Low and High plan options available. Wellness benefit up to \$150 (low) \$400 (high) per year for covered individual. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$12.26 / month Employee High: \$18.52 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Cancer	Cancer Insurance to help you manage expenses of treatment (including experimental), pays in addition to other insurances. Plan covers cancer and up to 29 specified diseases. Wellness benefit of \$100 per year for covered individual. Low, Medium and High plan options available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$16.94 / month Employee Medium: \$24.36 / month Employee High: \$36.14 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Critical Illness	Lump sum benefit for critical illness such as heart attack, stroke, major organ transplant, end stage renal failure. Pays in addition to other insurances Benefit amounts \$2500 - \$20,000 depending on illness. Supplemental benefits also available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age, tobacco use and coverage level electing. Rates per Employee, Employee plus children, Employee plus spouse and Family.
Pension	Wisconsin Retirement System (WRS). Eligible employees are required to pay 50% of the total WRS contribution rate for "general" employees. Pre-taxed.	Date of Hire (<i>may not be eligible for part-time positions</i>)	<u>General employees</u> Employee: 6.55% County: 6.55%
Deferred Compensation	Available plans: WI Deferred Comp (WDC) and Nationwide (NACO). Allows you to invest today for retirement. Federal/State taxes are deferred until your assets are withdrawn.	Anytime	<u>Employee pays 100%</u> Available through payroll deduction (flat rate or percentage).
Vacation*	Accrues per pay period per year as follows. 1 – 5 years of service: 12 days 6-7 years of service: 15 days 8-10 years of service: 18 days 11-15 years of service: 20 days 16-25 years of service: 24 days 26+ years of service: 25 days	Accrual begins Date of Hire – must be here 6 months to begin utilizing accrued time	<u>Payout Upon Separation</u> 100% following 1 year introductory period.
Sick Leave*	Accrues per pay period up to 12 days per year. Max 960 hours.	Accrual begins Date of Hire	<u>Payout Upon Separation</u> Retirement: 100% max 480 hours.
Holidays*	New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Personal Holiday. <i>Exception Highway employees: Veteran's Day in lieu of President's Day.</i>	Normally granted Holiday off with pay as listed	<u>Payout Upon Separation</u> None. <i>Exception for certain Sheriff's Office employees for holidays earned.</i>

**Pro-rated benefits applicable for positions less than 40 hours per week. Refer to Human Resources for additional information.*

Trempealeau County Position Description

Name:		Department:	Highway
Position Title:	Equipment Mechanic	FLSA:	Non-Exempt
Date:	December 2018	Reports To:	Highway Commissioner / Shop Superintendent

Purpose of Position

The purpose of this position is to inspect, maintain and repair all department trucks and equipment for safe operation by all employees.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Perform repairs on all department equipment; vehicles, hot mix plant, graders, loaders, dozers, tractors, asphalt paver, rollers, and distributors.

Trouble shoot and repair equipment so as to make it safe for all employees.

Able to assist other mechanics.

Dispatch on a rotating basis during after hour emergencies.

Perform equipment repairs during after hour emergencies.

Report to Shop Superintendent any findings of machinery abuse.

Must provide own tools.

Must provide own transportation to Whitehall Shop.

Perform any and all duties as assigned by the Shop Superintendent.

Responds to year-round weather events and emergencies. Subject to call in 24 hours a day, 7 days a week.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical specialized training in mechanical repair. Ability to obtain/maintain valid commercial driver's license. Comprehensive knowledge of engines, transmissions, drive lines, electrical skills, hydraulic repair, and air brake systems. Knowledge of Ag tractors and heavy equipment repair. Gas and diesel engine diagnostics, emissions / DPF (Diesel Particulate Filters) / DEF (Diesel Exhaust Fluid) troubleshooting , EFI (Electronic Fuel Injection) knowledge, Computer/Scanner experience for troubleshooting codes on equipment, trucks and electronic sander controls. Comprehensive knowledge of machine operations and maintenance is essential.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to utilize a wide variety of descriptive data and information such as work schedules, meeting charts, time cards, safety regulations, diagrams, material safety data sheets, product specifications and general operating and maintenance manuals, lists, vouchers, invoices.

Ability to understand and follow directions, reading, writing, and basic math skills.

Ability to compare, count, differentiate, measure and/or sort data and information.

Must demonstrate good communications, human relations, and organizational skills.

Ability to maintain good public relations, along with a willingness to learn are mandatory.

Ability to communicate effectively with County personnel, vendor representatives and community service workers.

Able to work on own initiative.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

Physical Requirements

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as including, but limited to Welders, Diagnostic equipment, Torches, Trucks, Grinders, Forklift, Drill press, Hoists, Measuring devices, Jacks, Hand tools, Wrenches, Specialty tools and any other equipment as needed to insure safe repair of equipment. Ability to repair complex equipment and machinery.

Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as operating welding and metal cutting equipment.

Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. To include, light to heavy fingering of objects.

Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors, shapes, sounds (hearing low and high volumes), and textures associated with job-related objects, materials and ingredients.

Environmental Adaptability

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, noise, vibrations, wetness, machinery, electrical currents, traffic hazards and/or dust can cause discomfort and where there is a risk of injury.

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

Employee's Signature

Supervisor's Signature

Date

Date