



# Trempealeau County Opening Tire / Maintenance Technician

## **PURPOSE OF POSITION:**

The purpose of this position is to repair and mount tires, assist mechanics in performing routine vehicle and equipment maintenance and perform janitorial tasks. The work is performed under the supervision of the Shop Superintendent.

## **REQUIRED QUALIFICATIONS:**

High school diploma or equivalent, two years tire related service experience or training, mechanical or construction experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Successful candidate must obtain and maintain a Class A Commercial Driver's License (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. Must be able to respond to year-round weather events and emergencies. Refer to the attached job description for additional information.

## **COMPENSATION / BENEFITS:**

The 2019 starting wage for this non-exempt position is \$17.68 per hour to \$20.09 per hour (80 hours bi-weekly), depending upon qualifications. Regular hours 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 may be found at [www.trempealeaucounty.com](http://www.trempealeaucounty.com) or by contacting Human Resources. Completed application must be received (via mail, email, fax, or hand-delivered) to Human Resources by:

**Friday, February 15, 2019 at 4:30 p.m.**

**Trempealeau County Human Resource Department**

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

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

[hr@co.trempealeau.wi.us](mailto:hr@co.trempealeau.wi.us)

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

<b>Name:</b>		<b>Department:</b>	Highway
<b>Position Title:</b>	Tire / Maintenance Technician	<b>FLSA:</b>	Non-exempt
<b>Date:</b>	January 2019	<b>Reports To:</b>	Shop Superintendent

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### Purpose of Position

The purpose of this position is to repair and mount tires, assist mechanics and perform janitorial tasks. The work is performed under the supervision of the Shop Superintendent.

### 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.**

Repairs and mounts tires on vehicles and equipment. Operates tire changing, balancing and mounting equipment.

Maintains tire inventory.

Assists mechanics in performing routine vehicle and equipment maintenance tasks.

Performs janitorial tasks. Cleans shop areas, restrooms, sweeps floors, cleans windows, replenishes paper supplies, and empties trash containers.

Operates forklift and loader as assigned.

Mows county grounds.

Performs general buildings and grounds maintenance and repairs.

Picks up and delivers materials.

Assists Parts Superintendent with culvert inventory.

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

Maintains culvert yard.

### Additional Tasks and Responsibilities

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Flags traffic at work sites and emergency situations.

Drives truck when needed.

Performs other duties as assigned.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent, two years tire related service experience or training, mechanical or construction experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to obtain/maintain valid commercial driver's license.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.

Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Ability to utilize a wide variety of descriptive data and information such as safety regulations, time cards, vehicle maintenance records, invoices and general operating manuals.

Ability to communicate effectively with department personnel and vendor representatives.

### **Mathematical Ability**

Ability to add, subtract, multiply and divide.

### **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 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 complex and rapid adjustments, such as forklift, motor vehicles, tire changer/balancer, power washer, lawn mower, brooms, jacks, hoists, air guage, carpenter's tools, air compressor, tire tools and mechanic's hand tools.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as assembling.

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.

Ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, toxic agents, noise, vibrations, machinery, traffic hazards and/or dust. This exposure may cause some discomfort and presents 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.

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date