



## Saginaw County Road Commission Job Description

**TITLE OF POSITION:** Group 4 Assistant Mechanic – Union Position

**GENERAL SUMMARY:** The Group 4 Assistant Mechanic will also serve as a tire man/truck driver when needed. This position is assigned to the Saginaw County Main Garage under the direction of the District #2 Foreman, in coordination with the Mechanic Group Leader. This person will be available to work county-wide assisting in any SCRC project or activity.

Per the 2022 – 2024 Union Contract, the rate of pay for this position is a Group 4 Rate, \$27.06 per hour. The Assistant Mechanic will also receive a \$0.75 tool allowance applied to their base wage.

### **ESSENTIAL DUTIES:**

- Work as an assistant mechanic in coordination with other mechanics on SCRC vehicles and equipment.
- Perform all preventative maintenance on SCRC owned equipment based out of the Saginaw County Garage
- Assist out-barn mechanics in preventative maintenance of SCRC owned equipment when needed
- Change and repair tires for SCRC equipment
- Keep proper inventory of tire and related items
- Deliver and install tires to SCRC equipment at its location – on the road or in other garages when necessary
- Responsible for maintaining the tire and grease room in a clean and safe condition
- Responsible for seeing that materials in the outdoor storage area are stored in a clean and neat manner
- Will operate various loaders, when necessary, to stockpile materials and to assist with the loading and unloading of various road materials
- Expected to assist the welder and other mechanics when needed and as directed
- Expected to have and further acquire a sufficient kit and supply of their own mechanical tools

### **ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS:**

Mobility: Able to walk extended distances and climb ladders or steps to access equipment and facilities

Agility: Able to lift, push, or pull objects weighing upwards of 50 pounds

Vision: Able to read and comprehend instructions, directions, blueprints, and other documents

Hearing/Speech: Able to converse orally with telephone or radio, and to receive and communicate information to employees and the public

Other: Able to tolerate, be exposed to, and work in extreme temperature and weather conditions when needed

**JOB QUALIFICATIONS:**

- Ability to deal with people effectively and courteously
- Ability to formulate accurate, written documentation
- Preferred but not required – 3-5 years' experience working with heavy equipment
- Preferred but not required – 2-3 years' experience changing and repairing tires
- Maintain a valid Michigan Class A Commercial Driver's License (CDL), together with an N endorsement and any other endorsements deemed necessary by the Employer and as required by state or federal law
- May be subject to random MDOT drug/alcohol testing as required by state or federal law

**BENEFITS:**

- Medical/Dental/Vision
- Voluntary Aflac/Allstate/Legalshield
- Short-Term Disability
- Flexible Spending Account
- MERS Defined Benefit Pension
- Employer Match Program
- Employer-Paid Life Insurance and Optional Voluntary Life Insurance
- Longevity Pay
- Vacation and Sick Days

**EMPLOYMENT STATUS:**

This hourly, full-time position, is covered under a Union Contract