



# County of Anoka

## Employment Opportunity

An Affirmative Action/Equal Opportunity Employer  
Apply online at: [www.anokacounty.us](http://www.anokacounty.us)

Opening Date: January 5, 2012  
Closing Date: January 26, 2012

Salary : \$37,489.00 - \$46,041.00 Annually  
Job # : 12002

### MECHANIC

**Include responses to Supplemental Questions with the application no later than 4:30 p.m. on the closing date of the position. Resumes not accepted.**

The Anoka County Highway Department has an immediate opening for a Mechanic who will maintain and repair county vehicles, heavy equipment and general equipment used in County Operations. The schedule is 9:00 a.m. to 5:30 p.m., Monday through Friday.

#### EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY):

Conducts general repair work and routine scheduled maintenance on vehicles and equipment of the County; diagnoses malfunctions in equipment such as engines, transmissions, drive trains, electrical systems, hydraulics, etc., using existing knowledge and operator's manual; operates diagnostic equipment, scopes or other equipment to make assessments; completes repairs of diagnosed malfunctions with all details handled; tunes up gasoline engines; installs plugs, wires, caps and rotors; replaces belts and filters; repairs brake systems; installs new brake shoes and linings; replaces water pumps, exhaust systems and springs; repairs carburetors, transmissions, differentials and engines; tunes diesel engines; installs injectors, adjusts valves and fuel flow; conducts major repairs on county vehicles and equipment; designs, cuts and welds various metals, suspension assemblies and other items for vehicles, snowplows and trailers; responds to emergency calls in the field on a 24-hour emergency call-out basis; keeps records of repairs and routine maintenance in the manner established by the accounting office and shop management; performs other duties as assigned.

#### REQUIREMENTS:

High school education or equivalent; two year certification from an accredited technical school in mechanics or related field; one to three years related experience as a mechanic.

**Must possess** or be able to obtain within six months a Minnesota Commercial Driver's License Class A with appropriate endorsements; must be available on a 24-hour emergency call-out basis; must be A/C certified.

**Knowledge of:** Practices, methods, tools and materials used in the maintenance and repair of automobiles, snowplowing equipment, road construction equipment and general equipment used in the county; operating principles of gasoline and diesel engines; welding processes and techniques; computerized engine systems.

**Ability to:** Use electronic testing equipment; diagnose malfunctions and defects in various types of equipment and repair with proficiency; perform manual labor associated with major mechanical work.

Appointment contingent upon ability to pass physical examination, drug test and Bureau of Criminal Apprehension (BCA) criminal history check.

Anoka County complies with the Americans With Disabilities Act. (TDD-for hearing impaired 763-323-5544). If you need an accommodation because of a disability, or have further questions regarding the application process, please call Human Resources at 763-323-5525.

#### GRADE LEVEL

Salary Grade: 1310