



# Service Technician

The **Grant County Highway Department** is recruiting for a Service Technician. This position will assist mechanics in performing a variety of general maintenance and repairs of equipment and vehicles for the Highway Department as well as help maintain State/County roadways in Grant County.

## Minimum Qualifications

### Education:

1. Graduation from high school or high school equivalency
2. Possession of a valid commercial driver's license with air brake endorsement and tanker endorsement required.
3. Training in highway maintenance and equipment preferred

### Experience:

1. One year of Experience in diesel mechanics, heavy duty truck mechanics or related fields
2. One year of experience in highway and road maintenance activities operating a variety of heavy equipment preferred

**How to Apply:** A [Grant County application for employment](http://www.co.grant.wi.gov) and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Human Resources Department (608)723-2540. **A Grant County Application is required and will be accepted at the following location.**

### **Grant County Human Resources**

111 S. Jefferson St.  
PO Box 529  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Service Technician

**DEPARTMENT/AGENCY:** Highway Department

**IMMEDIATE SUPERVISOR:** Shop Lead Worker

**PAY GRADE:** G

**FLSA:** Non-exempt

### **NATURE OF WORK**

This position will assist mechanics in performing a variety of general maintenance and repairs of equipment and vehicles for the Highway Department as well as help maintain State/County roadways in Grant County.

### **Minimum Qualifications**

#### **Education:**

1. Graduation from high school or high school equivalency
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#### **Experience:**

1. One year of Experience in diesel mechanics, heavy duty truck mechanics or related fields
2. One year of experience in highway and road maintenance activities operating a variety of heavy equipment preferred

#### **Knowledge, Skills and Abilities:**

1. Knowledge of standard practices and procedures in testing and repairing various types of diesel operated equipment/vehicles, automotive and other gasoline operated equipment
2. Knowledge of safety techniques used in heavy equipment repair
3. Skill in using hand and power tools
4. Knowledge of the use of tools and equipment applicable to maintenance and repair of motors, engine components and associated equipment
5. Knowledge of hydraulic and mechanical principles
6. Skill in recognizing, diagnosing and correcting mechanical trouble
7. Ability to work well in teams of co-workers
8. Ability to accept constructive criticism
9. Knowledge of hazards and safety precautions associated with equipment maintenance
10. Ability to read and understand written and oral instructions

11. Knowledge of techniques, methods, materials and equipment used in highway maintenance and improvement
12. Skill in operating highway maintenance and a variety of heavy equipment
13. Ability to move up to 60 lbs. repetitively
14. Ability to work in adverse weather/environmental conditions

### **Essential Functions**

Under general direction

1. Safely perform maintenance and repair of gasoline and diesel automotive, truck, heavy truck, and construction equipment under a trained mechanics supervision
2. Examine equipment for mechanical, electrical and hydraulic defects and determine nature and extent of needed repairs
3. Repair equipment by adjusting, rebuilding, or replacing damaged mechanical or electrical parts
4. Requisition supplies, tools and materials
5. Replace worn plugs, points, rotors, pedals, mufflers, wires, etc.
6. Tune cars, trucks, mowers, and other engines
7. Maintain equipment service and maintenance records
8. Keep work areas neat and clean along with light building maintenance.
9. Plow snow and apply salt/sand as needed
10. Perform such other duties as may be assigned
11. Subject to emergency call ins
12. Evening, weekend and holiday work may be required

### **Supervision Received**

General and specific assignments are received and work is performed according to methods and procedures with allowance for independence in judgement in accomplishing the assignments

### **Environmental Factors**

Vibrations, noise and odor from heavy equipment; must be able to bend, lift and stoop to perform duties; personal protective equipment is required for many job tasks

### **Closing Statement**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 05/28/2025

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

\_\_\_\_\_  
Employee

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Date