

SECTION A

STATE OF COLORADO
invites applications for the position of:

Heavy Equipment Mechanic

This position is open only to Colorado state residents.

CLASS TITLE: EQUIPMENT MECHANIC III

LOCATION: XXXX, Colorado

PRIMARY PHYSICAL WORK ADDRESS: XXXX

SALARY: \$XXXX - \$XXXX Monthly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: XX/XX/XX

CLOSING DATE: XX/XX/XX

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Transportation

This position is only open to Colorado state residents.

SECTION B

About CDOT

The Colorado Department of Transportation is a billion dollar multi-modal engineering, planning, and roadway maintenance business dedicated to a mission to provide the best multi-modal transportation system for Colorado that most effectively and safely moves people, goods, and information. CDOT, with more than 3,300 employees assigned throughout the state, is responsible for a 9,146 mile highway system including 3,447 bridges. Each year this system handles over 27 billion vehicle miles of travel. Although the Interstate system accounts for only about 10% (914 miles) of the total

mileage on the state system, 40% of all travel takes place on our Interstate highways. In addition, CDOT's Aeronautics Division supports Colorado's general aviation community through distribution of entitlement funds, an aviation grant program, and long-range system planning in partnership with Colorado's general aviation airports. CDOT's Division of Transit and Rail is responsible for the planning, development, finance, operation, and integration of transit and rail services into Colorado's overall transportation system.

CDOT's core values of safety, people, integrity, customer service, excellence and respect make CDOT a great place to work, making Colorado a great place to live.

CDOT offers a variety of benefits for employees including:

- Annual leave (accrued based on years of service, starting at 8 hours a month)
- Sick leave accrued at 6.66 hours a month
- 10 paid holidays per year
- Medical and dental plans
- State paid life insurance policy of \$50,000
- Choice of 2 retirement plans
- 401K and 457 plans
- State paid Short Term Disability coverage
- Credit Union Membership
- Work life programs
- Tuition reimbursement programs
- Training

SECTION C

DESCRIPTION OF JOB:

This position is located in the Region XX Equipment Shop. As an Equipment Mechanic III, you will inspect, diagnose, troubleshoot, and repair all equipment, primarily but not limited to heavy and specialized equipment, to ensure readiness and operational safety on a 24 hour a day, 7 days a week basis in all weather conditions.

Vehicles and equipment include, but are not limited to, 10-ton double axle snowplows, tractor-trailers, bulldozers, motor graders, paving machines and 15' mower tractors.

Major duties and responsibilities include, but are not limited to:

- Diagnose and repair vehicle and equipment malfunctions on all major systems including gas and diesel engines, transmissions, brake systems, differentials, drivelines, generators, rear-end assemblies, carburetors, and hydraulic, pneumatic, fuel, ignition, electrical and cooling systems;
- Work on vehicles and equipment such as: 10-ton double axle snowplows, tractor-trailers, front end loaders, motor graders, paving machines and 15' mower tractors;
- Diagnose, repair, rebuild and overhaul systems and parts; order parts and supplies; estimate the extent of repairs and associated costs and labor;
- Design, fabricate, machine and weld special-use parts and accessories;
- Conduct preventative maintenance inspections and safety checks; instruct operators in the use and care of vehicles and equipment;

- Prepare vehicles for exhaust emissions sampling and testing by performing air pollution control maintenance, inspection, repair, and diagnosis;
- Prioritize assignments and ensure maintenance shop is maintained in a clean, safe, and organized manner;
- Respond to emergencies and travel to remote locations in adverse weather and road conditions to perform all mechanical repairs on CDOT equipment;
- Inspect, diagnose, and repair computer-controlled equipment;
- Perform record keeping and documentation on all assigned units; prepare and audit work orders using SAP software; utilize spreadsheets for documentation and tracking;
- Use computers with various software applications for data input, records management, and e-mail in support of job assignment;
- Attend industry training to remain current on equipment and repair techniques as well as various general training sessions for CDOT;
- Provide training for field employees in various aspects of equipment maintenance, inspection, diagnostics and repair, including brake adjustment training;
- Other duties as assigned.

SECTION D

Work Environment:

- Expected work schedule is Monday through Friday, from 7 am to 3:30 pm
- May be required to respond to emergencies outside regular work hours and work overtime including weekends and holidays
- Some on-call time is required
- Must provide the supervisor with a telephone number where he/she can be reached for the purpose of responding to an emergency
- Required to lift up to 70 lbs
- Required to bend, kneel, climb in/out of trucks when maintaining and repairing equipment
- Required to use appropriate personal protective equipment
- Required to work with chemicals and cleaning products
- Required to operate CDOT vehicles
- Must be able to read, understand, follow, and give oral and written instructions in English
- Frequent travel during work day to perform field repairs, as well as to attend trainings and meetings
- May be required to work in extreme temperatures and weather conditions for long periods of time – hot and cold
- Exposure to loud noises
- Exposure to fumes, odors, gases, dusts, etc. that may affect breathing, eyes and skin
- Exposure to High Voltage (anything over 600V) and electrical shock
- Must be able to hear and communicate via cell phone and state radio to relay information and respond to field calls
- Due to locations of some of the equipment, must be physically able to work at 9-10,000 feet altitude
- Required to use computers to accomplish everyday work duties
- This position is required to have a Colorado Commercial Driver's License Class A or B with no restrictions on air brakes within 6 months of hire
- New employees are required to attend two weeks of maintenance training in Golden. Veteran CDOT employees are required to attend maintenance training one week out of each year at

Camp George West in Golden. During training, you will be provided with housing and meals.

SECTION E

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

This experience must be specifically documented on your application. **Additional information submitted after the closing date of this announcement will not be considered in the review of your application.**

- Four years of progressively responsible experience in automotive AND heavy equipment repair, that includes at least ONE year of experience with diagnosis and repair of heavy diesel equipment such as 10-ton double axle snowplows, tractor-trailers, bulldozers, motor graders, paving machines and/or 15' mower tractors, with current proficiency at the journey level.

Licensing Requirements: Must obtain a Colorado Commercial Driver's License (CDL) Type A or B with no restrictions on air brakes within six months of hire.

Substitution: Satisfactory completion of a formalized apprenticeship program, or higher level non-correspondence coursework from an accredited college or technical school, beyond high school, in automotive and diesel equipment mechanics or heavy equipment mechanics may be substituted for the required general experience.

Unofficial transcripts or a copy of your certificate of completion are required if substituting this education for experience and may be uploaded within your online application.

SECTION F

Stronger candidates will be those that demonstrate depth and breadth of skill and ability, through a combination of professional experience and formal training, to successfully perform the duties and responsibilities of this position.

The **Exceptional Applicant** will be an experienced Heavy Equipment Mechanic and will possess the proven ability or accomplishment in the following:

- Demonstrated success with the duties as listed in the Description of the Job section;
- Highest work/personal ethics and integrity;
- Extensive experience with troubleshooting, diagnosis, and repair of automotive and heavy duty diesel vehicles and equipment, up to 10 tons is highly desirable;
- Extensive experience designing and fabricating parts and special tools needed for unique and emergency situations;
- Medium/Heavy truck ASE Certifications in Diesel Engine, Drive Trains, Brakes, Suspension and Steering, Electrical/Electronic Systems, Heating, Ventilation and A/C is preferred;
- Effective interpersonal and relationship building skills;
- Effective oral communication and customer service skills;
- Strong attention to detail and accuracy;
- Strong reasoning, analytic thinking, troubleshooting and problem solving skills;

- Use of innovative approaches when performing repairs, with consideration for available resources, budget, time, efficiency, and safety;
- Flexibility in adapting to changing circumstances;
- Strong commitment to safety;
- Strong positive and can-do attitude;
- Self-starter and motivated to accomplish assigned tasks;
- Conscientious, organized, and reliable in maintaining the shop and completing assigned duties;
- Strong attention to technical detail and accuracy;
- Ability to quickly learn with minimal direction;
- Ability to adapt to changes in work assignments and environments;
- Ability to work effectively in both independent and team situations;
- Must have knowledge and know-how to use computers for vehicle diagnosing, data input, record keeping and email, and have the ability to quickly learn software.

SECTION G

Necessary Special Requirements: The following conditions must be met and maintained in order to be employed and/or continue employment at CDOT :

- Must pass the Commercial Driver's License (CDL) written exam to obtain CDL permit within 2 months of hire
- Must obtain a Colorado Commercial Driver's License (CDL) class A or B with no restrictions on air brakes within 6 months of hire
- Must pass a pre-employment medical physical exam and a controlled substance test (i.e. drug test)
- Must be willing to respond to emergencies outside regular work hours and work overtime including weekends and holidays
- Must be willing and physically able to work in extreme temperature and weather conditions for long periods of time.
- Must provide the supervisor with a telephone number where he/she can be reached for the purpose of responding to an emergency
- Must be able to read, understand and follow oral and written instructions in English
- Required to lift up to 70 lbs
- Required to bend, kneel, climb in/out of trucks when maintaining and repairing equipment
- Must be able to hear and communicate via cell phone and state radio to relay information and respond to field calls

SECTION H

Employment Screening

If an applicant reaches the finalist stage of the hiring process, the Colorado Department of Transportation may procure a consumer report and/or investigative consumer report on the applicant in connection with his/her application for employment purposes, as defined under the Fair Credit Reporting Act. These reports may be obtained at any time after receipt of the applicant's authorization. As part of the employment screening an applicant will be requested to disclose any differed judgments and convictions as well an explanation of the circumstances around any arrest or

conviction. In the event that a screening returns information that the applicant believes is not accurate, he or she will have an opportunity to dispute the information with "TC logiQ".

TC logiQ, a consumer reporting agency, will obtain the report for CDOT. Further information regarding TC logiQ, including its privacy policy, may be found online at www.TClogiQ.com. TC logiQ is located at 629 N. Weber St., Suite 7C, Colorado Springs, and can be reached at 877.825.6447.

The report may contain information bearing on the applicant's character, general reputation, personal characteristics, and mode of living. The information that may be included in the report includes: social security number trace, criminal records check, public court records checks, education records, and driving records checks. CDOT will only request credit reports insofar as they relate to the position for which the applicant is applying. The information contained in the report will be obtained from private and/or public record sources. The applicant will have the right, upon written request made within a reasonable time after receipt of a notice, to request disclosure of the nature and scope of any investigative consumer report.

SECTION I

SUPPLEMENTAL INFORMATION:

Applicant Checklist: Only complete applications submitted by the closing date for this announcement will be given consideration. Immediately after you submit your application you should receive an email that confirms that you successfully submitted an application for this position. If you do not, try submitting again until you receive the confirmation email. Be sure to also check your junk folder for email communications from the State of Colorado's website.

Complete Applications must include the following documents:

- 1) A complete CDOT Application for Announced Vacancy (please submit online using the link in this announcement)
- 2) A complete Supplemental Questionnaire (must submit online as part of your application)
- 3) To verify CDL Licensure: **A copy of your current (dated within the last 30 days of the announcement's open date) satisfactory Colorado Motor Vehicle Record (MVR)** that does not exceed the CDOT Driver record standards as listed above; ****NOTE : YOUR MOTOR VEHICLE RECORD MUST BE ISSUED BY THE COLORADO DEPARTMENT OF MOTOR VEHICLES****. Also, **all applicants participating in the assessment process do so at their own expense.**

The MVR and the HTF release need to be either attached to your on-line application or sent to:

Colorado Department of Transportation
Strategic Workforce Solutions
4201 E. Arkansas Ave. #290
Denver, CO 80222
Fax: 303-757-9081
Email: Amanda.Parkhurst-Strout@state.co.us

Only complete applications will be given consideration. Every effort must be made to submit transcripts by the announcement close date. Where unusual circumstances prevent timely acquisition of transcripts, they must be submitted within five business days of the announcement close date.

Resumes will not be accepted in lieu of a completed application, but may be used to supplement information to the application. Failure to submit properly completed documents by the closing date of this announcement will result in your application being rejected.

Former employees of the Colorado Department of Transportation System or any other State of Colorado Department or Agency, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on his/her application.

SECTION J

Transfer, Non-Disciplinary Demotion or Reinstatement:

If you believe that you are eligible to be considered as a transfer, non-disciplinary demotion or reinstatement to this vacancy, you must submit a completed application following the directions in this job announcement and you will be included in the selection process along with other qualified applicants. If you are the finalist for this position after the selection process, Human Resources will confirm your eligibility to be appointed as a transfer, non-disciplinary demotion or reinstatement applicant.

The Assessment Process: Colorado Revised Statutes require that all state employees be hired and promoted through comparative analysis of merit and fitness. Part or all of the assessment for this position will include a review of your application material. Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. They may also use the application material to assess and rank applicants who meet the minimum requirements, to cut to a top group for additional assessment, or establish an eligible list for referral to the hiring manager for final consideration.

Be sure your application material specifically addresses your qualifications, experience, work products, and accomplishments as they relate to the Major Duties, Education and Experience Requirements, and Exceptional Applicant sections as listed above. Upload additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions by the deadline for application may result in your application not being accepted for this position and may affect your inclusion as a qualified candidate in any of step of the selection process and placement on the eligible list.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SECTION K

ADA Accommodations: Any person with a disability as defined by the Americans with Disabilities Act (ADA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To receive the accommodation, the person making the request must present medical documentation that describes the disability which justifies the accommodation. Because it requires several days for CDOT to evaluate the request and prepare for the accommodation, it is essential for the person who believes he/she may need an accommodation to locate or obtain the documentation that he/she intends to submit well in advance of the assessment date. Failure to provide the medical documentation several days in advance of a comparative analysis could make it impossible for CDOT to prepare for and provide the requested accommodation.

To request a reasonable test accommodation for this assessment, please contact the Center for Human Resource Management at (303)757-9216 or the ADA Representative, Rose Estrada, at (303) 757-9211 or at Rose.Estrada@state.co.us, 4201 E. Arkansas Ave., Denver, CO 80222 several days before the assessment date.

YOU MUST BE A RESIDENT OF COLORADO TO APPLY. THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

APS (SAP #50001074/PCR #6213)

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

4201 E. Arkansas Ave., Human Resources, Denver, CO 80222; Fax 303-757-9081; Email: DOT_CDOT_Recruiting@state.co.us All application materials must be received by the closing date/time of this announcement. Please be sure to include the name and location of the position you are applying for on all application materials.

DEPARTMENT CONTACT INFORMATION:

Amanda.Parkhurst-Strout@state.co.us or 303-757-9685

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #HAA-50001074-04/14
HEAVY EQUIPMENT MECHANIC: PUEBLO
AP

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

SECTION L

Heavy Equipment Mechanic: Pueblo Supplemental Questionnaire

- * 1. Have you had any disciplinary actions in your work experience during the last 3 years? If so, please provide details of the action in the space below. If you have not had any disciplinary actions over the last 3 years, please state "none."
- * 2. Please confirm that you have either attached to your on-line application, faxed, emailed, uploaded, OR hand delivered to CDOT a copy of your current (dated within 30 days of the announcement's open date) Colorado Motor Vehicle Record (MVR) issued by the State of Colorado Division of Motor Vehicles as requested in the "Supplemental Information" section of the announcement.

Yes No

SECTION M

- * 3. **HEAVY EQUIPMENT MECHANIC EXPERIENCE** You must respond to all of the questions listed below, and your responses will be used to evaluate your application and your work experience. If you do not have experience in a particular area, write "N/A" in that section. Please include as much relevant detail as possible in each description of your experience. Read each question carefully and provide all the requested information. **DIESEL ENGINES:** Describe the work you have performed on diesel engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 4. **GASOLINE ENGINES:** Describe the work you have performed on gasoline engines; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 5. **TRANSMISSIONS:** Describe the type of transmission work you have performed; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 6. **BRAKE SYSTEMS:** Describe the type of work you have performed on brake systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 7. **ELECTRICAL SYSTEMS:** Describe the type of work you have performed on electrical systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * 8. **HYDRAULIC SYSTEMS:** Describe the type of work you have performed on hydraulic systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.

- * 9. IGNITION SYSTEMS: Describe the type of work you have performed on ignition systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
 - * 10. FUEL SYSTEMS: Describe the type of work you have performed on fuel systems; list the type of vehicles or equipment on which you performed this work. Also, please list the work location where you performed the above work and the name of the supervisor who can verify your work experience in this area.
- * Required Question