

MECHANIC

Forked Deer Electric Cooperative

POSITION FUNCTION:

To provide effective and efficient maintenance and repair on transportation and line related equipment.

RESPONSIBILITIES AND AUTHORITIES:

Within the limits of approved board policies, operating guides and procedures assumes responsibility and has commensurate authority for the following activities.

1. Performs periodic maintenance on vehicles and related equipment to insure safe operations and extended service.
2. In coordination with the Manager of Purchasing, maintains a reasonable inventory of parts to ensure prompt repair and to reduce down time.
3. Maintains a computerized database of vehicle maintenance, repair activities and parts used in work activities to ensure accurate records are kept.
4. Performs Department of Transportation inspections on trucks and trailers to assure vehicles are safe and road worthy.
5. Maintains shop area in a neat and orderly fashion to insure a safe work environment.
6. In addition to these responsibilities, others may be assigned by the Operations Manager to perform from time to time.

EDUCATION:

High school diploma or equivalent required. Graduation from vocational/technical school with specific training in general mechanics, hydraulic and electric systems, and welding experience required.

EXPERIENCE:

Four years of experience as a mechanic may be substituted for vocational/technical education.

KNOWLEDGE:

Must have sound knowledge of the proper and safe use of the tools and equipment used in maintenance and repair work. Must have a thorough knowledge of first aid and CPR. Must have knowledge of hydraulic system operation and repair. Should be willing to attend training courses relating to his/her area of work.

ABILITIES AND SKILLS

Must be skilled in properly and safely working with mechanic's equipment and tools. Must be able to become skilled in all work required in connection with the responsibilities of the mechanic's position. Must have a Commercial Driver's license or be able to obtain one within 90 days of employment.

WORKING CONDITIONS:

Normally works in a garage environment, occasionally works outdoors, sometimes in poor weather and low visibility conditions to repair vehicles. Overtime may be required at times. Must be available for work after normal office hours. Normal work hours are from 7:00 AM to 5:30 PM Tuesday thru Friday.

PHYSICAL REQUIREMENTS:

Frequently reaches overhead level to work on equipment. Frequently lifts up to 25 pounds, occasionally up to 50 pounds. Is required to push and pull up to 150 pounds. Often experience extreme noise, vehicular traffic, and slippery floors. Frequently walks, climbs, balances, bends, twists, pushes, pulls, kneels, crawls, and works in awkward positions to service equipment. This includes working at heights up to 20 feet. These activities require finger dexterity, good vision for close work, good hearing, and ability to speak. Occasionally works with materials and chemicals which must be handled according to manufacturer's specifications to avoid harmful effects. Activities require frequent interaction with others via written and verbal communications.

RESPONSIBLE TO:

Operations Manager

RESPONSIBLE FOR

(Non-Supervisory Position)