

Empire Electric Association, Inc.
Job Description

JOB TITLE: Vehicle Mechanic

EXEMPT: No
SALARY LEVEL: \$25.36 – 32.95 Hr
SHIFT: Per Union Contract
LOCATION: Cortez, CO
REPORTS TO: Fleet Manager

JOB CODE: 55-2422
DIVISION: Production & Mtnce.
DEPARTMENT: Operations

PREPARED BY: Human Resources
APPROVED BY: Ken Tarr

Wages as of: DATE: 01/01/2019
 DATE: 05/02/2019

SUMMARY:

Inspects, repairs and maintains all company vehicles and mechanical equipment such as engines, pneumatic and hydraulic tools by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. If other duties are assigned, employee shall have knowledge of area or be given training for other duty.

- Is responsible for inspection of vehicles including lubrication, brakes, tires, electrical, ignition, cooling, hydraulic systems, mechanical operating systems and engines.
- Performs all inspections to remain in compliance with DOT regulations.
- Is responsible for ordering and maintaining parts for the Vehicle Maintenance Department.
- Evaluates condition of vehicles and equipment as reported by users. Implements necessary repairs and routine maintenance to allow for safe and economical use.
- Operates vehicles or equipment to test their performance before and after repairs are made.
- Is capable of operating metal cutting, drilling, grinding and welding tools to fabricate structural parts for equipment. Is responsible for installing or replacing all necessary parts to allow for proper use of vehicle and equipment.
- Must be able to read and interpret electrical and hydraulic schematics.
- Must live within the specified distance as described in the Production-Construction and Maintenance Agreement with IBEW, Local #969, AFL-CIO, Article 18 Working Rules, Driving Distances.

OTHER DUTIES AND RESPONSIBILITIES:

- Is required to submit to a random test per DOT requirements.
- Is required to provide all common hand tools necessary to complete the routine duties of the job.
- Occasionally required to drive tractor trailer combination (portable substation trailer)

SUPERVISORY RESPONSIBILITIES:

Directly supervises no employees on a routine basis.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate degree (A. A.) or equivalent from two-year college or technical school in a directly related field; or four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively to employees of the Cooperative.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Class A Commercial Driver's License with appropriate endorsements. (Required prior to employment)
- Valid First Aid/CPR card.
- DOT Brake Inspector Certification.
- ASE (Automotive Service Excellence) Certifications in medium/heavy truck and/or automotive repair fields, or willing to complete first test within six months of date of hire with ultimate goal of obtaining Master Certification.

OTHER SKILLS and ABILITIES:

- Ability to operate engine diagnostic equipment.
- Knowledge to operate acetylene welding and cutting torch.
- Comprehensive knowledge in diesel and gas engine fleet maintenance.
- Knowledge of hydraulic system designs, operation, and maintenance.
- Knowledge of Air Brakes.

- Basic computer knowledge including fundamental skills in web search, outlook, and spreadsheets.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand and sit. Must be able to use a "creeper" to work under vehicles.

The employee must lift and/or move on a daily basis 50-75 pounds. May occasionally need to lift and/or move 75-100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, identify colors and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to vibration. The employee occasionally works in high, precarious places; in outside weather conditions; and is occasionally exposed to an environment with fumes or airborne particles.

The noise level in the work environment is usually loud.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. AN EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES AS ASSIGNED BY IMMEDIATE SUPERVISOR AND OTHER MANAGEMENT AS REQUIRED.

EMPIRE ELECTRIC ASSOCIATION, INC. RESERVES THE RIGHT TO REVISE OR CHANGE THE JOB RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.