

Job Description
Mechanic
Jackson County REMC

"The achievements of an organization are the results of the combined effort of each individual."

Department: Operations and Engineering

Position Summary: Maintains the vehicle fleet in top mechanical condition that promotes a safe and efficient operation and assists in maintaining the building and grounds in a safe, clean, and orderly condition.

Full Time

Pay Rate: \$26-\$28/hour

Essential Duties:

1. Performs preventative maintenance on fleet vehicles and other miscellaneous equipment.
2. Performs maintenance procedures for gasoline and diesel engines and related systems, including electrical DC.
3. Performs emergency repairs as needed to fleet vehicles and other equipment.
4. Inputs maintenance and repair work into computer files, including oil and gas used.
5. Maintains garage area and equipment storage area in a clean and orderly fashion.
6. Orders automotive repair parts from suppliers and puts away upon delivery.
7. Delivers vehicles to outside repair facilities as needed.
8. Performs building and grounds preventative maintenance and makes repairs when needed.

Other Duties: Performs other duties from time to time according to the needs of the Operations Department and the cooperative as a whole.

Working Conditions and Physical Demands:

Majority of work performed is inside, with some outside when responding to emergency equipment breakdowns. May be required to work in extreme heat and cold climate conditions. Must be in good physical condition, have good eyesight, and hearing. Vision sufficient to read computer screens and operating manuals. Requires manual dexterity, prolonged sitting and standing, moderate lifting, reaching, stooping, pushing, and pulling activities. Occasionally required to lift or move objects weighing 50 pounds. Some work will be required both after normal office hours and on weekends. The amount of such work will depend on the need and may vary significantly from one time to another. Assists with outages and other emergencies as needed.

Skills/Qualifications Required:

1. High school diploma or equivalent plus five (5) years of related work experience required, certifications preferred.
2. Must have a valid Indiana Bureau of Motor Vehicles Operators CDL license.
3. Capable of operating various pieces of specialized mechanical shop tools and equipment.
4. Good communication skills.
5. Basic computer skills.
6. Welding certification.
7. Familiarity with hydraulic systems.
8. Engine mechanical/electrical course certification highly desirable.
9. Ability to work unsupervised.

Critical Traits:

1. Works safely and looks out for co-workers and the general public.
2. Represents Jackson County REMC well in appearance, conduct, knowledge, and professionalism.
3. Is familiar with and abides by the Cooperative's policies, guidelines, and code of ethics.
4. Is a team player contributing to support the mission of Jackson County REMC.
5. Is good steward of the Cooperative's resources.
6. Exhibits keen disposition for providing great customer service.
7. Punctual and attentive to established work periods and allowed rest-times.
8. Maintains and or acquires the skills necessary to perform job functions.
9. Seeks more efficient and effective ways to carry out his/her responsibilities.
10. Available when needed for both regular duties and during system emergencies.
11. Successfully performs duties in a quantity, quality, and timeliness to be effective.
12. Expects change both internal and external and adapts positively.
13. Accepts responsibility for own actions and for accomplishing, needed tasks.

Reports to: Maintenance Supervisor

Supervises: None

Stipulation: Each position at the Cooperative will evolve according to the needs of the organization. While this job description is generally descriptive of the position, it is not all-inclusive.