

# JOB DESCRIPTION FORM

Division/Department	Operations - Retail
Location	Columbus Service Center
Job Title	Automotive/Equipment Mechanic
Reports to	Chief Mechanic; Transportation Superintendent

Level/Grade <u>11H</u>	Type of position:	Hours <u>40</u> / week
Job Code <u>51</u>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

## POSITION DESCRIPTION

The primary responsibility of the Automotive/Equipment Mechanic position is for the direct maintenance and repair of all district vehicles and equipment throughout the 4-county area. The Mechanic must enforce all safety policies, meet or exceed equipment specifications, and employ skillful repairs in order to maintain an efficient and safe working record.

## EDUCATION AND EXPERIENCE

- High school degree or equivalent education
- Two year degree in vehicle mechanics with knowledge of hydraulic fundamentals preferred
- Maintain a valid Nebraska driver's license and a CDL certification with responsible driving record

## ESSENTIAL JOB FUNCTIONS

- Repair and service the District's fleet of vehicles according to safety codes and equipment specifications
- Perform engine overhauls and tune-ups on all gas and diesel vehicles, power units and heavy equipment
- Maintain and rebuild heavy equipment, e.g., drive trains, manual and automatic transmissions, suspensions and steering systems, etc.
- Maintain stand-by generators and communication towers for two-way radio system and SCADA systems in the event of power failure
- Maintain currency of service records on all vehicles and equipment throughout the District
- Consistently maintain an up-to-date filter stock for a wide variety of equipment brands

## NON-ESSENTIAL JOB FUNCTIONS

- Personally provide welding service on equipment, as needed
- Engineer work tools as needed for safe use by self and others
- Repair vehicle tires, as needed and keep them functioning according to correct safety standards
- Conduct repairs on the canal system upon request
- Provide a clean, neat, and user-friendly work environment, both inside the maintenance shop and outside
- Attend all safety meetings and serve on committees as requested
- Perform other duties as assigned

## WORK ENVIRONMENT

- Must willingly seek out and/or carry out a large number of supervisory instructions and orders
- Strong situational assessment skill for identifying atypical situation and/or conditions of equipment and vehicles needing repair
- Natural hazards associated with the use of tools when repairing heavy, large equipment
- Must be available outside of typical work schedule in the event of occasional equipment failures
- Frequent interruptions to work priorities, primarily due to the need to respond immediately to outer divisions and other District business
- High competency with a wide variety of complex equipment, tools, and vehicles
- Constant attention to the strong need for safety when carrying out all job duties

## PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs			x	
11-15 lbs			x	
26-50 lbs			x	
51-75 lbs		x		
76-100 lbs		x		
+100 lbs		x		

SEEING	Never	Occ	Freq	Cont
Near Vision			x	
Far Vision			x	
Color Vision			x	

VERBAL COMMUNICATION	Never	Occ	Freq	Cont
			x	

REACHING	Never	Occ	Freq	Cont
Out			x	
Overhead			x	
Low (below knees)			x	

CLIMBING	Never	Occ	Freq	Cont
Stairs		x		
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing			x	
Bending Over			x	
Carrying			x	
Crawling		x		
Eye/Hand/Foot Coordination			x	
Grasping			x	
Kneeling		x		
Pulling			x	
Pushing			x	
Sitting		x		
Standing			x	

REVIEWED BY KENDALL CHRISTENSEN *Title* V.P. OF OPERATIONS

APPROVED BY NEAL SUESS *Title* PRESIDENT/CEO

DATE APPROVED AUGUST 6, 2008

REVISED DATE 04/21/2011 - 9/30/2010