

# Laclede Electric Cooperative, Inc.

**Position Title:**       **Mechanic**

**Department:**       **Operations**

## **I. Objectives**

- A.** To assure good working relationships with all personnel at the Cooperative.
- B.** To service and maintain Laclede Electrics Cooperative vehicles and equipment.
- C.** To recognize the benefits of the member-owner philosophy and to interpret the Cooperative's policies, objectives and the goals to members and the public.

## **II. Reporting Relationships**

- A. Reports to:** Fleet and Shop Foreman
- B. Directs:** None

## **III. Results and Duties**

### **A. Organization**

- 1.** Follows all direction given by immediate supervisor with regard to vehicle maintenance and repair.

## **IV. Performs Personally**

- A.** Submit a daily time sheet to supervisor, ensuring the proper accountability for time and equipment.
- B.** Must be able to perform both major and minor repairs on all types of vehicles and equipment; including but not limited to vehicles, trailers, power-operated equipment, line construction equipment, back-up generators for building facilities, fork lifts, chain saws and any other peripheral equipment. Must be able to overhaul, operate, diagnose and repair the following:
  - i.** Brakes, hydraulic standard, air brakes, power disk and drum, and parking brakes
  - ii.** Transmissions, auto and manual, trans-axle and transfer case

**IV. Performs Personally (continued)**

- iii. Engine repair and tuning; gas and diesel
- iv. Electrical systems; automotive systems and components
- v. Heating and air conditioning systems; automotive ventilation
- vi. Hydraulic systems; assist in the removal, repair and installation of hydraulic aerial and digger units, rotary joints and gears, bearings, pumps, cylinders, oil tanks, hoses, valves, winches and other parts.

**C.** Fuels and cleans vehicles and equipment, ensuring the professional appearance of the vehicle fleet is maintained at all times.

**D.** Work in collaboration with individual vehicle and equipment operators to understand and solve any complaints or concerns in regard to the safe and proper vehicle/equipment operations.

**E.** Remains familiar with parts catalogs and up-to-date with latest methods and procedures in performance of the job through self-study of available manuals and/or other available training.

**F.** Clean and maintains garage and vehicle maintenance area, ensuring that it is kept in a safe, neat and hazard free status at all times.

**G.** Shall assist with snow and ice removal at Cooperative facilities as directed by supervisor(s) and Management.

**H.** Shall provide mechanical maintenance in the field as necessary to assist stranded vehicles requiring on-sight maintenance or towing.

**I.** Performs vehicle and DOT inspections as directed by supervisor.

**J.** Perform other related work, apparent or assigned, as directed by supervisor and/or Manager of Operations.

**K.** Shall attend Cooperative meetings, safety meetings and education/training as directed by supervisor

**V. Specifications**

**A. Skills and Abilities**

1. Must possess good verbal, written and interpersonal communication skills.
2. Must be able to work independently, exercise good judgment and act in accordance with Laclede Electric Cooperative's policies and practices.
3. Must have basic computer skills. Competency with MS Office preferred.
4. Must maintain a valid CDL driver's license.
5. Must be able to attain a Missouri state vehicle inspection license within the first 12 months of employment.
6. Must have forklift operation certification.
7. Must assist CDL candidates with preparation and final road test exam.

### **Skills and Abilities (continued)**

8. Must provide own hand tools necessary for job requirements.
9. Must have the ability to follow directions, complete tasks accurately in a timely manner.
10. Must have thorough knowledge and experience with, but not limited to, hydraulic systems, gas and diesel engines, automotive electrical systems, computerized ignition systems, drive trains, paint and auto-body work, mechanical design and fabrication, hydraulic vehicle lifts, air compressors, floor jacks, winches, motorized cutting tools, grinders, acetylene and electric arc welding, use of diagnostic equipment, hand tools and pneumatic impact tools; must be able to operate a fork-lift and attain certification
11. Pass Cooperative required physical exams and drug screenings.

## **VI. Education**

- A. Must possess a high school diploma or GED.
- B. Vocational training specializing in hydraulic systems, diesel engine mechanics and heavy equipment preferred.
- C. Associate degree and/or certificate of completion from accredited trade school in the field of automotive mechanics preferred.

## **VII. Experience**

- A. Must have a minimum of three years' experience in automotive maintenance and repair.
- B. Minimum of 2 years' experience specializing in hydraulics, diesel mechanics and heavy equipment preferred.
- C. ASE certification preferred

## **VIII. Physical, Mental and Visual Effort**

- A. Normally works in a garage environment, occasionally works outdoors, often times in poor weather conditions with low visibility.
- B. Exposure to extreme outdoor temperatures ranging from cold below 32 degrees F to heat over 100 degrees F for extended periods of time.
- C. Exposure to chemicals, paint fumes, vehicle exhaust, burning particles, falling objects, sharp metal edges, electricity, batteries, gasoline and diesel fuel, motor oil, oxygen, acetylene and other hazards associated with an automotive shop environment.
- D. Must have and develop sound hazard recognition skills and be able to use personal protective equipment, mechanical lifting equipment and other

safety devices in order to prevent personal injury and/or damage to Cooperative or public property.

- E. Must be agreeable to working a fixed and/or rotating schedule. After hours work during days, nights and weekends will be required; schedules will be set by the Manager of Operations.
- F. Some travel within Laclède Electric Cooperative service territory and occasionally out of state may be required on an as needed basis; will be determined by the Manager of Operations.
- G. While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb, stoop, kneel, crouch, twist, rotate and crawl. Lifting/carrying requirements include frequent lifting of less than 50 pounds throughout the day. Employee may be required to reach to upper shelf or stoop/squat to retrieve materials located on lower shelf or floor. Occasionally be able to lift up to 75 lbs.
- H. Talking/Hearing:
  - 1. Talking and hearing is required while receiving work orders and in communicating with other employees. Employee may work independently or with others during the workday.
- I. Eyesight:
  - 1. Vision abilities required include close vision, distance vision, color vision, depth perception and ability to adjust focus.

## **IX. Relationships**

### **A. Internal**

- 1. **Manager of Operations and Fleet and Shop Foreman** – To keep him [her] informed of new developments, department progress and needs.
- 2. **All Employees** - To establish a safe, friendly, and professional working relationship that is comfortable for all employees.

### **B. External**

- 1. **Members** – To establish a friendly and professional relationship, fostering the Cooperative's member-owner philosophy.

**DISCLAIMER CLAUSE**

This description reflects the essential duties considered necessary to describe the position identified for purposes of evaluation. It should not be construed as a detailed description of all work requirements for the position or as giving exclusive title to every function described therein.

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Employee Signature

\_\_\_\_\_  
General Manager Signature

Date \_\_\_\_\_