



POSITION DESCRIPTION

Job Title: Mechanic
NRECA Job Code: 55-2421
Reports To: Shop Foreman
Classification: Non-exempt, Union, hourly, overtime eligible
Updated: 2022

OBJECTIVE

- To service and maintain all company vehicles and equipment.
- To help provide safe working conditions in and around shop area.

RESPONSIBILITIES AND AUTHORITIES

- Service and maintain all vehicles and equipment through computer diagnostics; install safety equipment and maintains accurate maintenance and service records of equipment and vehicles.
- Perform annual commercial vehicle inspections.
- Repair fleet equipment cooling systems, including refrigerant recovery and recycling requirements of the Environmental Protection Agency
- Repair gas and diesel engines, electric vehicles, transmissions, differential and suspension.
- Repair or replace tires, hydraulic lines and hoses and service brakes on all vehicles and equipment.
- Repair wire, pole and equipment trailers.
- Perform welding jobs on trucks and equipment including plow blade hard surfacing and metal fabrication work.
- Travel to jobsite to perform vehicle and equipment repairs.
- Service and repair line tools, lawn equipment, small engines and power saws.
- Assist with the purchase of parts, tools and shop supplies.
- Assist in maintenance of cooperative headquarters.
- Attend and participate in safety meetings.
- Performs any other duties as assigned.
- Must exercise initiative, judgment and knowledge of cooperative practices, policies, and organization.

RELATIONSHIPS

Shop Foreman

- Communicate on-going repairs, maintenance and down time of equipment.
- Obtain necessary approvals, information and guidance.
- Report all accidents.
- Function under the direct supervision of and assist in any way he may direct for the benefit of the cooperative and its members.

Line Personnel

- Work with to achieve a high degree of efficiency and productivity on the job.

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

- High School diploma or GED equivalent required
- One year recent experience in the maintenance and repair of automotive and heavy equipment required.

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid Minnesota driver's license is required.
- A valid Class A driver's license is required.
- A valid Commercial Vehicle Inspector Certificate is required.
- A valid EPA approved Refrigerant Recovery & Recycling Certificate is required

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of manager, clients, customers, employees, and the general public.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply concepts of basic algebra.

REASONING ABILITY

- Manage changing priorities and tolerate ambiguity.
- Manage multiple on-going activities and work independently.
- Identify problems and implement effective solutions.
- Handle confidential matters with utmost sensitivity.
- Interpret and apply commonsense understanding in order to carry out instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

- Experience in welding and metal fabrication is required.
- Proficiency in the use of various office machines is required.
- Ability to work with specific computer software and familiarity with industry-specific terminology is necessary.
- Must possess good time management skills.

FUNCTIONAL JOB DESCRIPTION

EQUIPMENT/CLOTHING USED TO PERFORM JOB:

1. Arc welder
2. Wire feed welder
3. Oxy-acetylene torch
4. Grinder
5. Various hand tools
6. Creeper
7. Forklift
8. Air wrenches
9. Tire balancing station
10. Hydraulic jacks
11. Air jacks
12. Air lift
13. Floor cleaner
14. Chop saw
15. Battery charger
16. Parts washer
17. Hydraulic press
18. Diagnostic tools

SIGNIFICANT WORKSITE MEASUREMENTS:

- Hours Worked: 8 hours per day, 5 days per week.
 - Breaks: 2 breaks and 1 lunch break.
 - Work Environment: Inside on concrete flooring, occasionally out in field for breakdowns.
 - Body Mechanics or Position for Work: Bending and twisting, and working in awkward positions when working on various equipment.
 - Task Rotation: Depends on tasks at hand.
1. Bench height: 34 inches, and 36 inches deep.
 2. Storage shelves: Vary from the floor up to 78 inches with the smaller items stored on the higher shelves.
 3. There are 17 steps going up stairs, 7 inches tall each.
 4. Arc welder handle is 19 inches, force to move is 60 pounds.
 5. Wire feed welder handle is 32 inches, force to move 55 pounds.
 6. Oxy-acetylene torch handle is 39 inches.
 7. Battery charger handle is 32 inches.
 8. Parts washer is 35 inches off the ground, 22 inches deep, and the depth of the washer sink is 8 inches.
 9. Tire balancer height is 32 inches. 1 inch air wrench weighs 28 pounds. Largest tire mounted on a rim weighs 200 pounds. Force to tip up from the floor to set on tire lifter is 150 pounds of pull force.
 10. Air lifter: Force to roll is 50 pounds.
 11. Oil pails weigh up to 35 pounds.
 12. Various parts for repairing trucks and trenchers vary from occasionally to frequently up to 50 pounds, and occasionally up to 100 pounds, occasionally heavy parts used lifting assistance.

CRITICAL DEMANDS OF JOB:

The following information describes the physical activities that are performed during a normal work day by the associates performing the job classification. The percentages of the normal workday that the physical activity is conducted will be identified as follows:

- Rarely 1-5% of the time, in an 8 hour work day.
- Occasionally 6-33% of the time, in an 8 hour workday.
- Frequently 34-66% of the time, in an 8 hour workday.
- Continuously 67-100% of the time, in a 8 hour workday

1. Floor to waist lift: Frequently lifting materials weighing up to 50 pounds, occasionally lifting materials weighing up to 100 pounds.
2. Waist to overhead lift: Rarely lifting items up to 50 pounds when working underneath vehicles.
3. Horizontal lift: Occasionally lifting items up to 100 pounds.
4. Push/Pull: Needed occasionally to move items on carts, as well as to pull tires up, which takes a force of 150 pounds.
5. Carry: Occasionally carrying up to 50 pounds, up to 50 feet.
6. Hand Grip: Needed to run various hand tools frequently, as well as for carrying.
7. Elevated work: Occasionally when working underneath of equipment.
8. Forward bending in standing: Frequently when completing activities on bench, or working on machinery.
9. Rotation in standing: Frequently when completing work activities.
10. Kneeling: Occasionally to work on equipment and pick up tools.
11. Crouching: Rarely to pick up items from the floor.
12. Repetitive squatting: Rarely to pick up items from the floor.
13. Standing tolerance: Frequently standing on cement when repairing equipment.
14. Walking: Frequently while in the shop and in the department, or on the grounds of Beltrami Electric Cooperative.
15. Stair climbing: Rarely, 17 stairs to ascend to the second level of the shop.
16. Step ladder climbing: Rarely when working on vehicles.
17. Balance: Needed frequently when walking on concrete or outside on uneven surfaces, as well as when walking inside on surfaces that may occasionally be slippery with oil.
18. Upper extremity coordination: Needed constantly for working on equipment, using hand tools.
19. Vision: Sometimes they are working with low light conditions. Frequently needed to inspect engines for potential problems, reading diagnostics.
20. Hearing: Needed to work on machinery, and sometimes they are exposed to loud machinery.
21. Exposure to the elements: May include extreme cold or heat, as well as precipitation while working outdoors.
22. Exposure to chemicals: Occasionally when working with paint, battery acid, and zinc, diesel fuel and exhaust fumes, under acceptable levels.
23. Vehicle traffic: Occasionally when working on shoulders of the road to repair vehicles.
24. Communication: Frequently communicates with employees, suppliers, and vendors.

All people offered employment for the Mechanic position will go through a Pre-work Screen Test. Each person must successfully pass the screen to be hired. Persons hired for the job are expected to potentially do all tasks described in the job description.

The duties identified above cover the major responsibilities of this position. These are not intended to cover each and every aspect of the position. At times, the scope and responsibilities of any given position may change or be temporarily altered and the employee may be required to perform additional or different tasks. The basic requirement of every position with Beltrami Electric Cooperative is to perform all tasks as assigned by the Supervisor.

NOTE: All job specifications and applicant qualifications will be reviewed to assure compliance with the Americans with Disabilities Act.

Employee

Date: _____

Supervisor

Date: _____