

POSITION DESCRIPTION

A. Position : **Mechanic**

B. Position Function:

1. The Mechanic is responsible for maintaining and repairing Cooperative vehicles and equipment within the scope of his/her training and certification in a safe and efficient manner within accepted standards, approved policies and procedures.

C. Reporting Relationships:

1. Reports to: Line Superintendent and Shop Foreman, respectively.

D. Duties and responsibilities:

1. Performs periodic maintenance on vehicles and related equipment to insure safe operations and extended service.
2. In coordination with the Line Superintendent and Shop Foreman, maintains a reasonable inventory of parts to insure prompt repair and reduce down time.
3. Maintains a file of vehicle maintenance, repair activities and parts used in work activities to insure accurate records are kept.
4. Performs or assists with Department of Transportation inspections on trucks and trailers to assure vehicles are safe and road worthy.
5. Maintains shop area in a neat and orderly fashion to insure a safe work environment.
6. Familiar with and able to safely operate any Cooperative-owned truck or other vehicle and/or related equipment.
7. Serves on-call per CVE policy.
8. **This list of responsibilities is not intended to be all inclusive and may be expanded to include other duties that Management or Staff deems necessary.**

E. Internal Relationships:

1. Line Supervisor and Shop Foreman
 - a. Works under the authority and guidance of the above personnel. Requests and accepts advice and assistance and confers in operational and personnel problems. Requests and accepts advice, assistance and information on employee development, work planning and other areas or special projects as assigned. Coordinates with the above personnel on CVEC's vehicle and equipment requirements, exchanges information and job experiences that would be mutually beneficial to each functional area within the Cooperative.

F. Reporting Relationships:

1. Although the Mechanic may delegate portions of his/her

responsibilities, no portion of accountability for results may be delegated or relinquished. The Mechanic may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Line Superintendent or the Shop Foreman.

G. External Relationships:

1. Members- Provides helpful, courteous assistance and service.
2. Other Employees-Maintains harmonious, courteous and understanding relationships while fostering a collaborative teamwork environment. Provides coaching and counseling as appropriate on personnel matters.
3. General Public- Presents a friendly, courteous image for the Cooperative.
4. Power Companies and Other Cooperatives- Exchanges information that would be mutually beneficial and helpful in maintaining good working relationships.

H. Position Requirements:

1. Knowledge of proper and safe use of tools and equipment used in maintenance and repair work.
2. Must be able to become skilled in all work required in connection with the responsibilities of the mechanic's position including diesel and gasoline engines, maintenance and repair.
3. Skills and knowledge normally acquired through a high school diploma or the equivalent.
4. Must possess strong general mechanical skills.
5. Must have knowledge of hydraulic system operation and repair.
6. Must be willing to attend training courses related to his/her work and be willing and able to be cross trained for maximum flexibility and efficiency.
7. Must be able to effectively read and follow repair, operations and safety manuals.
8. Must be able to follow directions and work with other cooperative personnel as assigned.
9. Must be able to communicate with cooperative personnel and others to solve problems as required, both verbally and in writing.
10. Must be able to attend work on a regular and predictable basis. Work is regularly scheduled Monday through Friday.
11. Must be able to perform the essential functions and elements of this position competently following an initial orientation period.
12. Must possess good judgment skills as the work may be varied with problems that are difficult and methods and procedures that are defined.
13. Must be a team player.
14. Must possess a high level of integrity.
15. Must be honest and trustworthy.
16. Must be courteous and friendly and able to work well within diverse groups of people.
17. Must be able to gain and maintain the respect of others, both inside and

- outside the Cooperative.
- 18. Must be able to travel through out the service area. Other travel outside the service area may be assigned.
- 19. Must possess a valid New Mexico CDL license. Must be eligible to be and remain insured as a driver by the Cooperative’s group liability policy for the automotive fleet.

I. Physical Demands:

- 1. Work conditions are indoors and outdoors in all kinds of weather.
- 2. Frequently reaches overhead to work on equipment.
- 3. Frequently lifts 75 lbs., occasionally up to 100 lbs., and is required to push and pull up to 150 lbs.
- 4. Often experiences vehicular traffic.
- 5. Works extensively while standing on concrete floors which may be slippery.
- 6. Must be able to speak clearly and possess good hearing as needed for work and safety compliance. Noise level may vary from moderate to extremely loud.
- 7. Must possess visual color perception in order to differentiate wire and part colors. Good vision is needed for close work.
- 8. Good finger dexterity is required.
- 9. Good physical condition is required. Frequently walks, climbs, balances, bends, twists, pushes, pulls, kneels, crawls and works in awkward positions to service equipment. This includes working at heights up to 20 feet.
- 10. Occasionally works with materials and/or chemicals which must be handled according to manufacturer's specifications and the Cooperative's policies to avoid harmful effects.
- 11. Must be willing to submit to random drug and alcohol testing as per company policy.

Employee

Date

Distribution Engineer

Date