

FLEET MAINTENANCE MECHANIC

Mountrail-Williams Electric Cooperative

1 JOB OBJECTIVES

- a) To make repairs and perform general maintenance on all types of vehicles and equipment within Mountrail-Williams Electric's fleet and equipment. Repairs shall be made in a safe, cost-effective, and time-effective manner.

2 QUALIFICATIONS

Applicants must be a high school graduate or equivalent. This position requires a degree/certification in heavy duty truck mechanics and/or auto mechanics. Five years of experience may be substituted for the vocational school requirement. Specific mechanic certifications may be required and/or desired.

3 ESSENTIAL DUTIES & RESPONSIBILITIES

- a) Performs routine scheduled maintenance on vehicles and related equipment to insure safe operations and extended service.
- b) In coordination with the Fleet Maintenance Supervisor, maintains a reasonable inventory of parts to ensure prompt repair and to reduce time.
- c) Maintains records of vehicle maintenance, repair activities and parts used in work activities.
- d) Performs Department of Transportation inspections on trucks and trailers to assure vehicles are safe and road worthy.
- e) Maintains shop area in a neat and orderly fashion to insure a safe work environment.
- f) Maintain a clean and safe working environment to protect individual workers and others in accordance with all department guidelines and all applicable company safety rules.
- g) Must be able to operate all types of equipment.
- h) Must be able to perform minor and major repairs on all types of equipment. Including but not limited to all vehicles, trailers, power operated equipment as well as hand tools.
- i) Will be responsible for maintaining accurate computer records of time and parts used on specific work order tasks.
- j) Assist in developing transportation maintenance and repair procedures.
- k) Provides mechanical maintenance in the field as necessary.
- l) Must be able to plan and organize your own work with a minimum of supervision.
- m) Must possess and maintain a valid driver's license and operate a motorized vehicle without the assistance of another employee.
- n) Performs any other duties assigned to fulfill the objective of the Cooperative.

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4 KNOWLEDGE, SKILLS, AND ABILITIES:

- (1) Must have thorough knowledge and experience with but not limited to hydraulic systems, gas engines, diesel engines, electrical systems, drive trains and various hand tools.
- (2) Must have the ability to follow directions and follow through accurately and have knowledge and ability to prioritize job tasks.
- (3) Must be able to work independently.
- (4) Must have basic computer skills.
- (5) Pursues personal development opportunities and is committed to staying current within field of work.
- (6) Supports teamwork by participation, cooperation, and communication.
- (7) Must have a Commercial Driver's license or be able to obtain one within 24 months of employment.
- (8) Must be able to effectively communicate by providing accurate, meaningful, courteous, and timely responses to their questions or concerns.
- (9) Supports teamwork by providing effective participation, cooperation, and communication.
- (10) Must be innovative to creatively develop new solutions to problems. Seeks, recommends, develops, supports, and encourages new ideas.

5 BUSINESS AND RELATIONSHIPS:

- a) Reports to:
Fleet Maintenance Coordinator, and/or Operations Manager
- b) External relationships:
Contractors, salespeople, and technical representatives perform services for the Cooperative regarding fleet maintenance.

6 PHYSICAL REQUIREMENTS:

- a) Physical demands and working conditions include, but are not limited to, the following:
 - (1) Work indoors and outdoors performing physical tasks, occasionally with great physical exertion.
 - (2) Work outdoors during severe weather, specifically clearing snow during and after winter storms or repairing vehicles if needed.
 - (3) Standing - Frequently
 - (4) Walking - Frequently
 - (5) Sitting -Occasionally in vehicles, and on lawnmowers, snow blowers and floor sweepers
 - (6) Lifting & Carrying - Frequently lift equipment and materials weighing up to 50 lbs. Occasionally lift equipment and materials weighing up to 100 lbs. or more.
 - (7) Twisting, pushing & pulling - Frequently push and pull of equipment.
 - (8) Climbing & Balancing - Frequently climb ladders to repair equipment.
 - (9) Kneeling & Crawling - Frequently kneel and crawl to clean or work on equipment.

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- (10) Communication-- Frequently communicates with supervisor, other employees, vendors, and contractors.
- (11) Visual ability - Frequently inspects vehicles, facility, grounds, and work performed.
- (12) Bending - Frequently bend to clean and repair.
- (13) Gripping & Grasping- Frequently grip and grasp tools to repair and maintain equipment.

7 DISCLAIMER:

- a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b) MWEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.

Approved by: Dale Haugen- General Manager

Date: 4/2013

Reviewed/Amended by: Matt Glueckert – Operations Manager; Todd Melland – Fleet Mechanic Coordinator

Date: 10/2022

Reviewed/Amended by: Matt Glueckert – Operations Manager; Todd Melland – Fleet Mechanic Coordinator

Date: 2/2024