

**CARTERET-CRAVEN ELECTRIC MEMBERSHIP CORPORATION
POSITION DESCRIPTION**

POSITION: Assistant Mechanic

REPORTS TO: Garage & Facilities Supervisor

DEPARTMENT: Operations

GRADE: 6

PURPOSE OF POSITION:

To assist in the maintenance and repair of all company vehicles and line type equipment for safe and proper operation.

MINIMUM JOB SPECIFICATIONS:

The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Education: Requires High School Graduate/Equivalent. Requires a minimum of one year of technical school or equivalent experience.

Experience: Require a minimum of two years' experience in vehicle or line type equipment maintenance, refinishing, engine diagnostic equipment, hydraulics, brazing, and welding. Require ability to work without direct supervision; proven expertise in mechanical aptitude and skills; and of vehicle maintenance tools and equipment.

Certifications and Licenses (requires ability to successfully obtain within one-year period):

1. License to perform NC safety and OBII emissions inspections on vehicles.
2. Certification for refrigerant recycling and recovery to service air conditioning systems and purchase Freon.
3. Certification as a commercial tire service technician.
4. Any other license or certification required by local, state and federal regulations.

Driver's License and Employment: Requires the ability to have and maintain a valid North Carolina "A" driver's license; to have and maintain DOT certification and successfully pass the Cooperative's employment entrance examination and drug screen; Require the ability to obtain a CDL within six months of employment.

WORKING CONDITIONS:

Frequent field work; general office conditions and business-related travel with irregular hours deemed necessary by the position and emergency situations. Require physical ability in stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, defined light work. Require visual acuity in machine operation (a) and (c). Exposure to outside environmental conditions regularly.

WORKING RELATIONSHIPS:

Internal: Two-way communication with immediate supervisor to receive direction, instruction, approval; to provide work related information in a timely manner; with other Cooperative personnel to coordinate and provide support.

External: Works with members to provide advice and assistance; with other utilities and government agencies; demonstrates an awareness that the job exists to effectively serve each and every member, and at every opportunity to achieve increased member and public understanding for support of the cooperative.

ESSENTIAL DUTIES:

Note: The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of Carteret-Craven Electric Cooperative. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

1. Inspects company vehicles and line type equipment in accordance with established procedures and preventive maintenance standards.
 - A. In accordance with established schedules, inspections are conducted on a regular basis to recognize and prevent premature mechanical failure.
 - B. Ensures necessary mechanical repairs are made for identified problems.
 - C. Works with lead mechanic to trouble shoot vehicles and equipment requiring more than normal maintenance; recommends their replacement or the replacement of identified parts or apparatus necessary for continued service.
2. Recognizes problems with vehicles and line equipment; makes the necessary mechanical repairs.
 - A. Troubleshoots and repairs hydraulic systems.
 - B. Rebuilds engines, drive trains and booms, as directed.
 - C. Tunes engines, as necessary, or schedule dictates.
 - D. Performs welding and fabrication, as deemed necessary.
 - E. Paints and does minor body work to Cooperative vehicles and other equipment, including substation equipment.
 - F. Assists stranded vehicles requiring towing or immediate repairs.
 - G. Replaces tires on vehicles, as required.
 - H. Inspects and services the emergency generator on a regular basis.
3. Provides information for written reports of maintenance and repair.
 - A. Assists in maintaining records of all parts used.
 - B. Assists in the satisfactory completion of work orders, indicating repairs made and hours spent on each job.
4. Repairs and operates company vehicles, equipment and tools in a safe manner in compliance with company standards and manufacturer's instructions.
 - A. Maintains vehicle maintenance tools necessary to service Cooperative's fleet.
 - B. Maintains supplies and materials necessary to service Cooperative's fleet.
 - C. Keeps shop and work area neat and orderly to assure safety and maximize efficiency.
5. Assists in maintaining records and reports in accordance with designated procedures.
 - A. Provides accurate information for records and reports required for field and oil used in vehicles.
 - B. Maintains and revises transportation expense codes to meet current record-keeping needs, as directed.
 - C. Provides accurate information for written reports outlining major work accomplished, major work projected, and shop equipment needed on an annual basis.
 - D. Effectively analyzes vehicles operating cost data and makes recommendations on trade or repair.
6. Assists in ensuring garage area is maintained in accordance with OSHA requirements and designated internal procedures.
7. Assists in providing maintenance and upgrades for office buildings and other properties as directed.