

OKEFENOKE RURAL ELECTRIC MEMBERSHIP CORPORATION
NAHUNTA, GEORGIA

JOB DESCRIPTION

Mechanic 1

I. OBJECTIVE

A. To provide maximum service to the customers by:

1. Performing work required to maintain OREMC fleet.
2. Making every effort to give reliable service to customers, keeping outage time to a minimum.
3. Actively supporting all marketing efforts of the Cooperative and seeing that all employees under his/her supervision also support all marketing efforts.

II. REPORTING RELATIONSHIPS

A. Reports to: Transportation Supervisor or Mechanic 2

B. Directs: Personnel assigned

III. RESPONSIBILITIES AND AUTHORITIES

A. Performs Personally

1. Within an established timeframe service and inspect vehicles as part of a preventative maintenance program.
2. Within an established timeframe recognizes a problem with vehicles or equipment and makes routine or emergency repairs.
3. Reports on major and specific problems to Mechanic 2 or Transportation Supervisor.
4. In a timely manner prepares reports and keeps records on all repairs and maintenance performed.
5. Performs the required work in connection with all major or minor repairs done in-house.

6. Perform welding and fabrication as needed on equipment and vehicles.
7. Performs body work as needed on equipment and vehicles.
8. Furnishes and maintains personal tools as required for repair/maintenance of OREMC fleet in a way that they may be safe to use.
9. Maintains safe and clean environment in the garage and work area.
10. Assists in annual meeting, as needed.
11. Keeps informed of all Cooperative policies and procedures, including disciplinary rules and regulations.
12. Performs other duties as assigned.

B. Studying and Researching

1. Attends schools and seminars to improve knowledge of equipment, operating methods and management.

C. Organization

1. Training

- a. Participates in Cooperative and Statewide training as needed.
- b. Participates in OREMC training and safety programs.
- d. Participates in specialized equipment training as needed. (Altec)
- e. OSHA 10 hr. required
- f. An understanding of warehouse workflow and necessary paperwork
- g. An understanding of resale process

13. Morale

- a. Maintains high standards of performance and discipline in department.

- b. Displays high morale and positive attitude and attempts to instill in all fellow employees.

D. Operations

1. Directs Others

- a. As assigned

2. Performs Personally

- a. Retains the necessary materials and supplies needed to maintain OREMC's fleet.
- b. Assists in keeping accurate records of purchases, repairs, preventive maintenance schedules, and inventory levels.
- c. Recognizes problems with vehicles and reports them to Transportation Supervisor or Mechanic 2 to make necessary arrangements for repairs such as are practical.
- d. Monitors conditions of vehicles. Makes recommendations on new pieces of equipment and apparatus.
- e. Performs other assignments as requested or required by the Transportation Supervisor or Mechanic 2
- f. Keeps informed of all Cooperative policies and procedures, including disciplinary rules and regulations.
- g. Receives and inspects all incoming material as to quality, quantity, and purchase order numbers.
- h. Issues materials and supplies to the construction crews in an orderly and efficient manner.
- i. Sells material and prepares material resale tickets for sales of material as needed.
- j. Monitors fuel tanks, keeps log of all readings. Checks register gas and diesel pumps at the same time and records readings once a month.
- k. Maintains daily time reports and transportation reports.
- l. Participates in Job Training and Safety as required.

E. RELATIONSHIPS

1. Internal

- a. Transportation Supervisor or Mechanic 2 – To request and provide advice and assistance as required.
- b. Manager of Distribution Services – To confer and coordinate with this department as to needs for and problems with transportation equipment.
- c. Director of Human Resources – To ensure that all policies and procedures concerning employee relations are adhered to and that all bargaining unit agreements are met.

2. External

- a. Customers – To courteously answer customer inquiries and if unable to so do, direct them to the appropriate person, to make every effort to gain their increased understanding and acceptance of the Cooperative's plans.
- b. Car Dealers and Repair Shops – To seek assistance from with repairs due to manufacturer's warranty and for economic reasons.

JOB QUALIFICATIONS

EDUCATION AND EXPERIENCE

High School graduate required. Must have two years' experience with vehicle maintenance and repairs or a mechanical certification. Other related automotive courses are preferred. Must be able to obtain a Class A CDL Driver's License.

KNOWLEDGE

Must have a broad knowledge of automotive equipment. Additional specialized training will be required.

ATTITUDE

Must promote OREMC's objectives and programs. Must be interested in self-development to continually devote time and study to upgrade skills according to OREMC's technical requirements. Must be willing to devote irregular hours to perform the function required of the position. Must display courteous and respectful attitude towards customers and fellow employees.

PERSONAL CHARACTERISTICS

Must be of high integrity with good personal habits. Must be studious and research oriented. Should have a pleasant disposition and be able to gain respect and cooperation of others. Must be able to pass required OREMC physical examination of the position. Reliable and predictable attendance is an essential function of this job

ABILITIES AND SKILLS

Must be able to communicate effectively. Must reason analytically and relate theoretical concepts to actual needs. Must be able to make professional decisions.

REQUIREMENTS OF JOB

The physical requirements of this position are as follows:

Lifting, Pushing, & Pulling:

Up to 10 lbs is required frequently

From 10 lbs to 50 lbs is required occasionally

Over 50 lbs is required occasionally

It is also required that the following is performed on a frequent basis:

Bending at the waist, Gripping tools or objects, Stretching or reaching, Kneeling, Standing, Sitting, Walking, Crouching, Twisting (rotating body while in a sitting position), Twisting (rotating body while in a standing position), Grasping or Gripping (to grasp with thumb in opposition to fingers or palm, example – grasping a hammer, a jar tool or product), Working out of doors, Working in temperature extremes: (Hot 90 degrees or above – Cold 32 degrees or below), Working in dusty environment, Driving automotive equipment, and Working alone.

It is further required that the following is performed on an occasional basis:

Crawling, working at heights (example – off a ladder or movable platform, etc.), Working around moving machinery. Working around fumes or gases, etc., working around noise that is low to moderate, working with solvents, oil, grease, and working with vibrations.

The mental demands of this job are as follows:

(Classifications are: Very Limited, Limited, Intermediate, Considerable, Substantial, Very Substantial)

Decision Making –

Substantial (e.g., Decisions such as those in determining transportation needs.)

Reasoning in Problem Solving –

Substantial (e.g., Use of logic or scientific thinking to define problems, collect information, establish facts, and draw valid conclusions.)

Planning/Scheduling

Considerable (e.g., A fair amount of planning or scheduling is required as for a supervisor.)

A high degree of capability is placed on doing the following:

Compiling, Classifying, Gathering Information, Transcribing, and Analyzing Information or Data.

A high degree of emphasis is placed on the following:

Job-Related Knowledge and Memory.

Educational Requirements are as follows:

Completion of high school or equivalent with some College or Technical Schooling preferred.

Training –

OSHA 10 hr. required

Altec Basic Electrical and Hydraulic

Altec PM Training 1

DOT Inspection Training

Cross Training in Warehouse (Paperwork and Resale)

Basic Training in Meridian (UPN)