



Automotive Mechanic 1			
Department	Operations/Maintenance	Reports to	Fleet/Dir Operations
FLSA Status	Non-Exempt	Supervises	None
Revision Date	8/1/2024	Work Schedule	M-F 7:30 AM to 4:30 PM

Position Summary

The Automotive Mechanic provides timely, efficient, and reliable service for vehicle and hydraulic equipment repairs and maintenance.

Qualifications

- High school degree or equivalent required.
- A diploma/degree from a vocational/technical school with specific training in general mechanics, hydraulic and electrical systems and welding experience preferred. Five years' experience as a mechanic may be substituted for a technical degree.
- Must hold a valid commercial driver's license.
- Forklift certification preferred (must obtain certification within 90 days of accepting position).
- Knowledge of auto-mechanic repair or hydraulics repair in heavy machinery is preferred.
- Ability to perform basic mathematical computations and understand/interpret maintenance manuals.
- Must be able to maintain accurate record keeping of transactions.
- Must be able to complete all assignments with attention to detail and accuracy. Must be able to work calmly and effectively under pressure.
- Must be able to interact well with internal and external customers. Always conveys professional interaction, thereby maintaining positive relations. Displays and encourages team effort for maximum efficiency and productivity.
- Must be able to operate standard company technology/equipment, including a working knowledge of Microsoft programs and other software applications pertinent to the Cooperative's system (Excel, Word, and Windows operating system).
- Maintains thorough working knowledge of Cooperative Bylaws, policies, procedures, and safety manual.
- Must be able to attend periodic seminars and training programs.

Key Duties and Responsibilities

- To provide members with quality electric service at low cost consistent with good service, efficient, and sound business practice, my objectives in this position are to: direct and plan activities of the vehicle shop to be efficient, productive, and safe.
- Maintenance and repairs include but not limited to: tune ups, generation system, lights, oil change, lubrication, major overhauls and repairs, including hydraulics.
- Plan, organize, and analyze all activities of the Vehicle shop and make sure that all vehicles and equipment are in a sound and safe working condition.
- Ensure maintenance records are up-to-date/ and all vehicles on regular maintenance schedule.
- Maintain a safe and clean working environment.
- Maintain accurate parts inventory.
- See that the Vehicle Technician's department renders prompt and efficient service and maintains a good working relationship with all departments of the Cooperative.
- Maintain and cultivate good employee relations by being courteous and helpful.
- Adhere to all safety policies and procedures.
- Identify new ways to become more efficient.
- Develop and prepare policies and procedures that relate to the mechanics area as requested.
- Other duties as requested by the Director of Operations.

Physical Demands & Working Conditions

Frequently lifts materials from 10 to 50 pounds. Frequently uses tools requiring eye-hand coordination as well as frequent standing, walking, with access to awkward positions necessary. Must have the ability to perform the outside duties of this position during extreme adverse weather conditions (temperatures above 90 and below 30 degrees F, rain, snow, high humidity, etc.), in the presence of pollens, dust, and other airborne particles. Must be able to avoid and/or endure insect stings and other hazards while executing assigned duties.

Normal work environment is typically 50% indoors and 50% outdoors.

Send Resume to jobs@kayelectric.coop

IMPORTANT: This position 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. This organization reserves the right to revise or change job duties as the need arises. This position description does not constitute a written or implied contract of employment. Management reserves the right to change position descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.