

PUBLIC UTILITY DISTRICT NO. 1 OF
GRAYS HARBOR COUNTY, WASHINGTON

POSITION TITLE: Garage Helper

PURPOSE OF POSITION: Provide a variety of routine functions to assist the Fleet Maintenance Department.

REPORTS TO: Chief Information Officer
Fleet Maintenance Supervisor
Auto Foreman

SUPERVISES: None

UNION AFFILIATION: I.B.E.W, "A" group

DUTIES AND RESPONSIBILITIES

- A) Perform various routine jobs, including, but not limited to:
1. Regularly clean, wash and wax vehicles and equipment as needed.
 2. Pick up and deliver various parts.
 3. Transfer equipment.
 4. Write repair orders.
 5. Fuel vehicles, as needed.
 6. Transport District vehicles as needed.
 7. Keep shop area clean and free from obstacles.
 8. Assist in the proper disposal of hazardous wastes generated by vehicle maintenance activities.
 9. Other related duties as assigned.
 10. May be required to work overtime.
 11. Assist mechanics when needed.
- B) Safety
- 1) Recognize potential and actual safety problems involving District facilities and equipment. Report to the proper authority at the earliest opportunity.
 - 2) Observe all motor vehicle laws and assure the safe operation of District vehicles. Attend District sponsored Defensive Driving programs.
 - 3) Attend and participate in various safety meeting and training programs.
 - 4) Keep garage area free of obstacles, spills, and other safety hazards.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to follow, and understand oral and written instructions.

Ability to operate various equipment and machinery.

Ability to establish and maintain cooperative and effective working relationships with others.

Ability to work with little or no supervision.

Ability to be punctual and dependable in attendance.

Knowledge of fundamental mathematics.

Ability to write legibly.

EDUCATION AND EXPERIENCE

High school graduate or equivalent.

OTHER REQUIREMENTS

Must possess a valid Washington State Driver's license and a Commercial Driver's License, Class A. Must qualify for the District's auto liability insurance.

Must maintain a valid First Aid/CPR card. Individual will be allowed up to six (6) months to comply with requirement.

Must have a valid Washington State Flagging and Traffic Control card. Individual will be allowed up to six (6) months to comply with this requirement.

Must be certified to operate a forklift. Individual will be allowed thirty (30) days to receive certification.

Able to respond to overtime requests.

WORKING CONDITIONS

Work is performed in an indoor and outdoor settings, in all weather conditions, including temperature extremes; and on various types of terrain. Shop work requires working for long periods of time on cement floors. Transporting vehicles often requires long periods of driving.

Individual may be exposed to conditions and hazards from fuel, transmission fluid, oil products, and other hazardous materials normally associated with garage shops.

Individual may work in limited and cramped spaces, lifting and handling tools, parts, etc.

Shift work includes working evening hours.

PHYSICAL ACTIVITIES

Individual must be able to regularly lift and carry up to (50) pounds; occasionally lift up to seventy (70) pounds; push, pull, hoist, and carry heavy objects; work in awkward positions; spend long periods of time driving. Hand-eye coordination is necessary to operate a motor vehicle, machinery, and various equipment. Sufficient vocal, hearing and language skills are necessary to regularly communicate with other employees, either in person or via two-way radio, cell phone or other communications apparatus.