

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

POSITION TITLE: Mechanic, Levels I and II
Advancement to Level I is dependent on completed training and working knowledge of all aspects of the District's fleet and motorized equipment.

PURPOSE OF POSITION: Perform maintenance and emergency repairs on all District vehicles and line equipment.

REPORTS TO: Fleet Supervisor
Fleet Maintenance Foreman
Lead Mechanic

SUPERVISES: None

Union Affiliation: I.B.E.W, "A" group

DUTIES AND RESPONSIBILITIES

- A) Vehicle Maintenance and Repair
- 1) Perform all repairs, preventative maintenance, and servicing necessary to maintain the District's fleet and motorized equipment.
 - 2) Perform all manufacturer's recommended inspections and/or routine maintenance on vehicles and equipment.
 - 3) Perform trouble shooting as required.
 - 4) Maintain time, material, and work order records.
 - 5) Participate in inventory activities.
- B) Safety
- 1) Recognize potential for and actual safety problems involving District facilities and equipment. Report to the proper authority at the earliest opportunity.
 - 2) Ensure that all vehicles carry all necessary safety equipment and documentation.
 - 3) Observe all motor vehicle laws and assure the safe operation of District vehicles. Attend District sponsored Defensive Driving programs.
 - 4) Attend and participate in various safety meeting and training programs.
 - 5) Keep garage area free of obstacles, spills, and other safety hazards.
- C) Miscellaneous Duties
- 1) Transport District vehicles as needed.
 - 2) Maintain a clean and orderly work place and ensure proper operation and maintenance of shop repair tools and equipment.
 - 3) Assist in the proper disposal of hazardous wastes generated by vehicle maintenance activities.
 - 4) Fuel vehicles as required.
 - 5) May be required to work overtime.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of all aspects of auto maintenance, including heavy equipment and standard equipment used in electrical construction.

Thorough knowledge of hydraulics and pneumatics.

Ability to read and use schematics, technical manuals, instruction books, prints, sketches, manufacturer's data, and blue prints.

Knowledge of safety precautions established for garage operations and Washington State Workers Safety Rules and Regulations.

Demonstrated ability to follow and understand oral and written instructions.

Ability to safely operate various equipment and machinery.

Demonstrated ability to establish and maintain cooperative and effective working relationships with others.

Demonstrated ability to work with little or no supervision.

Demonstrated ability to be punctual and dependable in attendance.

Demonstrated ability to problem solve.

Knowledge of fundamental mathematics.

Ability to write legibly; maintain time and material records, files; and complete forms.

EDUCATION AND EXPERIENCE

Level I:

Must have completed a recognized course in Auto Mechanics and have at least one (1) year experience at the Mechanic Level II position in diversified auto and truck maintenance.

Level II:

Must have completed a recognized course in Auto Mechanics and have at least one (1) year experience at the Mechanic Trainee Level I position in diversified auto and truck maintenance.

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 automobile liability insurance.

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

WORKING CONDITIONS

Work is performed in an indoor and outdoor setting, in all weather conditions, including temperature extremes; and on various types of terrain.

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 be exposed to hazards associated with construction job sites.

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

PHYSICAL ACTIVITIES

Individual must be able to regularly lift and carry, push, pull, and hoist seventy (70) pounds. Work is performed in awkward positions. Hand-eye coordination is necessary to operate a motor vehicle, machinery, and various equipment. Transporting vehicles often requires long periods of driving. Shop work requires working for long periods of time on cement floors.