



Mechanic

Department: Equipment	Approved by: COO
Reports to: Shop Foreman	Revision Date: January 17, 2019
FLSA Status: Non-Exempt	Supervisory Role: No

Essential Duties and Responsibilities

Under limited supervision, inspect, service, perform maintenance and repair motorized power equipment (i.e. pumps, plate tamps, chop saw, portable generators) and/or vehicles by performing the following duties:

- Discuss equipment issues, maintenance plans and work to perform with your supervisor.
- Perform routine engine maintenance, such as lubricating parts, change filters and replacing spark plugs among others.
- Test and inspect engines for malfunctioning parts.
- Repair or replace worn, defective, or broken parts.
- Reassemble and reinstall components and engines following repairs.
- Perform pressure washing and equipment cleaning
- Keeps records of inspections, test results, work performed, and parts used.
- Lifts metal part or stock onto machine and secures it on machine table, in chuck, or holding fixture to assist in setting up machine.
- Adds coolant to reservoirs of machines and lubricates machine parts and ways.
- Reclaims cutting and lubricating oils from machines and disposes following established procedures.
- Perform all duties in a safe manner.

Qualifications, Education, Experience and Certifications

- High school diploma or G.E.D. or an equivalent combination of education and training.
- Post-secondary course in small engine repair. (Preferred)
- Clean Driving Record
- Basic math skills
- One or more years' experience in small engine mechanical work.
- Equipped with own set of hand tools.

Physical Demands and Work Environment

- Will be exposed to outside weather conditions, be prepared for extreme heat and cold
- May at times be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electric shock; loud noise level and vibration.
- Regularly lift and/or move up to 100 pounds. Required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl and talk or hear
- Specific vision abilities required include close, distance, peripheral, depth perception and ability to adjust focus
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

Competencies

To perform the job successfully an individual should demonstrate the following:

- Adaptability
- Attendance and punctuality
- Communication
- Cooperation
- Job knowledge/Technical Capacity
- Judgment
- Problem Solving/Analysis
- Quality
- Quantity
- Safety and Security

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