



POSITION DESCRIPTION

Position Title:	Temporary Repair/Maintenance Technician		
Description Number:	3.2.5	Classification:	Laborers
Department:	Business Solutions	FLSA Status:	Non-exempt
Date issued/Revised:	February 2023	Employment Status:	Temporary

The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Summary of Position:

Responsible for the preventive maintenance and installation of standby generator systems at designated member locations. Provides technical knowledge for troubleshooting and repair of standby generators.

Leading Self:

1. Communicate Effectively – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. Interpersonal Skills – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own affect on situations and people. Accurately senses when to give and take when negotiating.
3. Manage Self/Results Oriented – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative and completes projects.
4. Individual Performance and Technical Knowledge – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively
5. Continuous Learning – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself
6. Adaptability – Learn quickly when facing new problems. Change approach midstream when something isn't working
7. Customer Focused – Dedicated to meeting the expectations and requirements of internal and external customers
8. Teamwork – Understands and be committed to the goals of the team. Collaborate well with others.
9. Business Focused – Understands LREC's business and the impact of each employee's fair share of work. Uses time and resources to accomplish LREC business objectives.

Job Responsibilities:

1. Responsible for preventive maintenance, and repair of back-up generator systems.
 - a) Perform preventive and annual maintenance on generators.

- b) Perform repairs as needed on generators.
 - c) Provide clean-up at job sites.
 - d) Operate LREC equipment including but not limited to skid steer loader, vibratory plow, and trencher as needed.
2. Familiar with the general responsibilities and required knowledge inherent in the position.
- a) Use radio communications equipment in accordance with Federal Communications Commission (FCC) regulations.
 - b) Wear proper clothing in all types of weather to maintain good health and maintain acceptable appearance for good member and public relations.
 - c) Familiar with National Electrical Code, Natural Gas Safety Codes, and Cooperative policies.
 - d) Give consideration and care to member's property at all times.
 - e) Ability to operate an iPad to complete service orders, send and receive email, and other job-related processes.
 - f) Perform other duties as assigned.

Reporting Relationships:

Reports to:	Manager of Energy Services
Supervises:	No one
Directs work of:	No one
Team members:	Marketing/Energy Management and Operations employees
External relationships:	Cooperative customers

Specifications:

Education and Experience:

High school diploma or equivalent.

Skills and Abilities:

- Physical ability to do a variety of manual labor.
- Speak, read and understand English.
- Ability to pass a MN-DOT physical and maintain a medical certification

Additional Expectations:

Overtime may be required to complete the duties as directed.

Physical Demands and Working Conditions:

Summary:

Works outdoors with physical exertion. Frequently lift materials and equipment up to 70 pounds.

Definition of frequency examples:

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

<i>Physical Demands Required to Perform Duties:</i>	
Physical Demands	Frequency Examples
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Frequently lift equipment and material weighing up to 70 lbs.
Twisting, Pushing, Pulling	Frequently
Climbing, Balancing	Frequently
Kneeling, Crawling	Frequently
Talking	Frequently
Hearing	Frequently
Communication	Frequently
Visual ability	Frequently
Bending	Frequently
Gripping, Grasping	Frequently
Other physical demands	Not applicable
Working Conditions	Frequency Examples
Exposure to outdoor conditions	Frequently
Low visibility	Not applicable
Noise	Occasionally
Moving parts	Occasionally
Energized equipment	Occasionally
High, exposed places	Occasionally
Radiant energy	Not applicable
Exposure to chemicals	Occasionally
Vehicular traffic	Occasionally
LED/LCD screens	Not applicable
Slippery conditions	Occasionally
Other environmental conditions	Not applicable