



POSITION DESCRIPTION

Position Title:	Mechanic		
Description Number:	5.6.1	Classification:	Technical
Department:	Engineering and Operations	FLSA Status:	Non-exempt
Date issued/Revised:	July 2021	Employment Status:	Full-time

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 maintenance and repair of the Cooperative's vehicles including electrical, mechanical, and hydraulic systems, and maintaining the inventory of parts and supplies to ensure the vehicles are fit for duty, safe, and prepared for employee use while maintaining a safe and clean maintenance area.

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 maintaining the Cooperative's vehicles and equipment by conducting regular inspections and performing repairs as needed.
 - a) Schedule and perform regular vehicle inspections including the required Department of Transportation (DOT) inspections to ensure fitness for duty and safe operations.
 - b) Repair and overhaul vehicles including engines and transmissions, and tire repair and rotation.

- c) Perform maintenance and repair on vehicle electrical, mechanical and hydraulic systems.
- d) On a daily basis, maintain the vehicle maintenance history and invoices on the computer system.
- e) Repair and service of small hand tools; hydraulic and crimping tools; and misc. line equipment.
2. Responsible for purchasing, storing and maintaining the inventory of parts, supplies, and fluids for proper repair and maintenance.
 - a) Purchase necessary replacement parts, supplies and fluids for repairs and maintenance of vehicles. Process all invoices in a timely manner.
 - b) Maintain adequate inventory of parts, supplies and fluids for prompt repairs.
 - c) Store the materials in a safe manner
 - d) Responsible for ensuring the Material Safety Data Sheet (MSDS) for each chemical or substance used is provided with the material and a copy of the MSDS is filed with the Cooperative's Safety Coordinator.
 - e) Coordinate the proper disposal of waste motor oil, filters, anti-freeze, batteries, etc.
3. Become familiar with the pertinent responsibilities inherent in the position of Mechanic.
 - a) Maintain a safe, orderly, and clean maintenance area.
 - b) Become familiar with tools and equipment used in the maintenance of the vehicles and equipment.
 - c) Wear proper clothing when performing duties and maintain acceptable appearance for good member and public relations.
 - d) Develop thorough knowledge of safe operating practices that apply to the job.
 - e) Ensure the safety of everyone in the facility and be attentive to the liability of the Cooperative.
 - f) Perform other duties as assigned by the Superintendent-Pelican Rapids.

Reporting Relationships:

Reports to:	Superintendent-Pelican Rapids
Supervises:	No one
Directs work of:	Employees as assigned, contract repair services
Team members:	VP Engineering and Operations, line crews
External relationships:	Vendors, vehicle drivers

Specifications:

Education and Experience:

- High school diploma or equivalent
- Five years experience on larger gas and diesel engines and hydraulics
- Valid Commercial Driver's License (CDL).

Skills and Abilities:

- Ability to operate all fleet vehicles
- Knowledge and ability to use the tools of the trade
- Finger dexterity required to handle tools and vehicle parts
- Previous computer experience
- Ability to read, speak and understand English.

Additional Expectations:

Variable schedule may be required. Overtime may be required to complete the duties as directed.

Physical Demands and Working Conditions:

Summary:

Normally work in a climate-controlled shop environment occupying a wide variety of body positions working on vehicles. Operate a variety of shop tools requiring varying degrees of physical effort. Will handle parts and equipment weighing up to 100 lbs. Routinely walk and stand on concrete floors.

Regularly drive vehicles to the maintenance area, wash bay, and fueling island where inclement weather may be experienced. The maintenance area may be noisy, and the wash bay will be wet and potentially slippery. Occasionally will drive to a remote location to do repair work in the field or to assist with the retrieval of a disabled vehicle.

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	Occasionally
Lifting, Carrying	Frequently lift equipment and materials weighing up to 50 lbs. Occasionally lift equipment and materials up to 100 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	Frequently
Working Conditions	Frequency Examples
Exposure to outdoor conditions	Occasionally
Low visibility	Occasionally
Noise	Frequently exposed to noise level greater than 85 decibels
Moving parts	Frequently
Energized equipment	Occasionally
High, exposed places	Not Applicable
Radiant energy	Not Applicable
Exposure to chemicals	Frequent
Vehicular traffic	Occasionally
LED/LCD screens	Occasionally
Slippery conditions	Frequently
Other environmental conditions	Not Applicable