



Fleet and Equipment Mechanic

Department: Engineering & Operations
Report to: Line Superintendent
Wage Category: Non-exempt
Hours: Tuesday through Friday, 7:00 am to 5:30 pm, ½ hour lunch

Job Statement

Manage the Fleet and Equipment of the Association to ensure all company mechanical assets are properly maintained and safe to operate.

Essential Functions

1. Complete all in-house work on mechanical equipment to include dielectric testing, preventive maintenance inspections, repairs, and routine maintenance.
2. Develop and maintain service & repair records and track cost for all equipment in the SIEA fleet.
3. Determine if repairs can be performed in-house or referred to qualified outside services.
4. Coordinate repairs with field employees.
5. Operate all Association vehicles and equipment as required for testing and repair.
6. Perform annual vehicle Safety Inspection.
7. Evaluate vehicle condition and makes recommendations regarding replacement.
8. Repair vehicles, trucks and equipment including major overhauls, hydraulic systems, welding and maintenance.
9. Perform routine preventive maintenance through inspection and servicing of vehicles and equipment.
10. Maintain appropriate inventory levels of tires, batteries, oil, parts, and materials necessary for service and repair(s).
11. Test and maintain standby generators for office and off-site facilities.
12. Develop bids and specifications for new vehicles, equipment, and trailer purchases.
13. Keep shop, tools, equipment, and work area clean and in proper working condition.
14. Coordinate and schedule all routine maintenance to major overhauls in a timely and efficient manner.
15. Authorize repairs and approve invoices for work completed by outside sources.
16. Assist with job training, safety programs, and regulatory compliance for the Association, DOT or other organizations.
17. Other duties as assigned by staff.

Minimum Job Specifications

Education

High school diploma required.

Job Knowledge

1. Ability to understand and interpret oral and written instruction.
2. Ability to read electrical and hydraulic schematics and blueprints.
3. Experience with medium duty and light duty trucks and cars.
4. Ability to do air arcing and welding of all types of metals and hard facing.
5. Ability to perform oxygen and acetylene welding, cutting, and scarfing.
6. Knowledge and training in the maintenance of pullers and tensioners of different manufacturers.
7. Knowledge in the use of machining lathes, mills, surface grinders, and drills.
8. Trained equipment operator.
9. Skills in developing plans, procedures, goals, and budgets required.
10. Ability to communicate with fellow employees is essential.
11. Must be proficient with technology and computer operations.
12. Ability to work under pressure while maintaining control is required.
13. Ability to effectively coordinate available resources is essential.

Certifications/Licenses

Must have valid Colorado driver's license and must be able to obtain and maintain CDL license.

Certified Automotive Service Excellence (ASE)

Hydraulics (National Fluid Power Int.).

AWS certified welder D1.1 stick and MIG 1 inch and up.

Certified aerial and digger operator and inspector.

Certified DOT inspector FMCSA per state and federal regulations.

Physical Demands

1. Generally accepted office working conditions and outside weather conditions.
2. Occasional work outside normal working hours may be required.
3. General 24/7 off-duty availability is required.
4. Occasional day and overnight travel may be required.
5. Medium work requiring exertion of up to 75 pounds of force occasionally and up to 40 pounds of force more frequently. Lifting and carrying up to 50 pounds occasionally.
6. Reaching and lifting overhead is required.
7. Must be able to use hand tools and other equipment to complete work.
8. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees.
9. Exposure to dust and dirt.
10. Use and knowledge of safety equipment required.

11. Office equipment used frequently includes personal computers, related software, copier, printers and fax machines, etc.
12. Must be able to operate all SIEA construction equipment.

Other Necessary Qualities

1. Ability to express ideas clearly in both written and oral communication
2. Teamwork skills
3. Motivation and initiative
4. Analytical problem solving
5. Ability to manage complexity
6. Honesty and integrity
7. Interpersonal skills
8. Strong work ethic
9. Flexibility and adaptability
10. Self confidence
11. Punctual work attendance
12. May be required to travel

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.