

POSITION RESPONSIBILITY GUIDE

JOB TITLE: SHOP TECHNICIAN
DATE: October 27, 2021
DEPARTMENT: Automotive Shop
REPORTS TO: Shop Foreman
POSITION Provides efficient servicing and repair of all transportation equipment

MINIMUM REQUIREMENTS:

Experience: Experience operating and maintaining equipment such as arc welders, acetylene torches, bench grinders and band saws.

General automotive mechanic experience required.

Education: High school diploma or GED. Must communicate effectively in English, verbally and in writing

Training: Automotive courses including diesel and hydraulic equipment maintenance.

Physical Health: Must be physically able to perform the job. Must be able to lift 50 lbs. from floor to waist height unassisted, or 150 lbs. assisted.

Miscellaneous: Must maintain a valid Class 'A' Commercial driver's license. Must obtain and retain a forklift operator's certification.

Testing: Must pass any required substance screening and background checks.

RESIDENCY: All employees are required to reside within the service area boundaries of WCEC or no more than 45 minutes' drive time to WCEC's Quitman office. Relocation, if necessary, is at candidate's expense within 90 days.

JOB STATUS: Non-Exempt

WORK SCHEDULE: Normally 8:00 a.m. – 5:00 p.m., Monday – Friday, or as the job requires. Must be available to perform work assignments during emergencies as determined by management.

OVERTIME REQUIRED: As determined and approved by management.

JOB LOCATION: Shop and in field

JOB BACKUP: As assigned by Automotive Shop Foreman

JOB CONDITIONS: Hazardous or extreme weather, voltage hazard, working from ladders and bucket trucks, frequent entry and exit of company vehicle, physical exertion to reach remote locations. Fence and animal hazards.

EQUIPMENT TO OPERATE: Torches, grinders, welders, tractors, shop tools, bulldozer, ditch witch, backhoe, Snap-on Scanner.

CONTACTS: Members, employees of WCEC, vendor representatives, other coops, the Highway Department, other companies.

SUPERVISES: None

DUTIES AND RESPONSIBILITIES:

GENERAL:

1. Must be skilled in first aid and CPR, and able to administer emergency medical assistance.
2. Maintains the confidentiality of all information processed in the normal course of work except when authorized legally to disclose it.
3. Maintains adequate clothing for purposes of health and safety protection
4. Follows all WCEC policies and procedures.
5. Keeps accurate daily time and charges to proper accounts.
6. Is responsible for tracking the location of and maintaining assigned tools and equipment in a proper and safe working condition.
7. Conducts oneself at all times in such a manner as would reflect positively upon all of those associated with WCEC.
8. Performs all other activities and assumes the responsibility as may be required or assigned.
9. Adheres to all WCEC policies related to EEOC employee discrimination and harassment, EPA environmental, and OSHA safety compliance. Takes immediate corrective action and reports any incidents or violations to their immediate supervisor, the Director of Human Resources, or other responsible manager(s) as soon as possible.

JOB SPECIFIC:

1. Acquires and maintains a DOT inspector certification.
2. Has a thorough working knowledge of diesel and gasoline engine repairs, hydraulic system repairs, automotive electrical system repairs, transmission, brake system repairs, running carriage repairs.
3. Performs all minor and major repairs on transportation equipment and tools and work equipment to insure safe and economical operation.
4. Checks and services all vehicles to insure their being ready for work assigned.
5. Advises the Automotive Shop Foreman of the need for ordering supplies.
6. Is well qualified to operate and maintain all shop equipment including arc welders, acetylene torches, bench grinders, band saws.
7. Informs the Automotive Shop Foreman of the need for new tools and the condition of vehicles.
8. Is responsible for the proper use and care of all equipment and tools assigned.
9. Knows, understands, and personally performs all duties in accordance with accepted safety rules, regulations, and practices.
10. Maintains the shop area assigned to him and the surrounding area in a neat and orderly manner.
11. Maintains personal tools and equipment issued, and frequently checks them for safety and working conditions.
12. Drives WCEC vehicles as assigned in accord with state laws and safe driving practices.
13. Is responsible for the proper care, use, handling, protection, and accountability of any and all materials issued to him for specified jobs, and for the accuracy of all reports as to the use of such materials

REVIEW SCHEDULE: 1 year

REQUIREMENT FOR ADVANCEMENT: Must demonstrate the ability to learn and perform the skills and duties of the next position, and to be determined through the appraisal process by management to be the most qualified candidate.