

Umpqua Indian Utility Cooperative

Position Description

Position Title: Heavy Equipment Mechanic

Department: Utility Cooperative

Reports To: Operations Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 04/26/16

Compensation Grade: 10

POSITION PURPOSE:

Perform routine repairs and preventative maintenance (PM) on all heavy equipment, gasoline vehicles and small engines property wide.

ESSENTIAL FUNCTIONS:

- Prepare service reports, work orders, and parts lists, in an accurate, legible and timely manner.
- Inspect, troubleshoot and diagnose different systems including but not limited to: ignition systems, fuel systems, hydraulic systems, transmissions, axles, suspensions, lighting systems, electrical and computer control systems.
- Diagnose and repair all types of gas and diesel equipment including but not limited to: forklifts, service trucks, pickups, dump trucks/trailers and other support equipment.
- Repair or replace defective parts, components and/or systems.
- Test repaired equipment for proper performance and ensure that the work meets specifications and regulations.
- Write and maintain standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
- Perform safety inspections
- Keep shop tools and equipment safe, clean and organized

QUALIFICATIONS:

- High school diploma or equivalent is required, with applicable technical, vocational, or trade school coursework preferred.
- 5 years' experience as a Heavy Equipment Mechanic required.
- Must have a complete set of hand tools, adequate for performing duties.
- Advanced skills required in one or more of the following areas: Electrical, Mechanical, Hydraulic & Pneumatic Systems and welding/fabrication required.
- Proficient in interpretation of electrical and hydraulic schematics, and be familiar with the theory and application of electronic control modules and circuits.
- Knowledge in mobile equipment hydraulics, 12v and 24v electrical, diesel and gas combustion engines, transmissions, differentials, suspensions, air brakes, ECU and other computer systems
- Able to read work orders, technical manuals, and schematics.
- Strong mechanical background knowledge particularly with various engines.
- A valid Oregon Commercial Driver's License (CDL) is preferred or must have willingness to obtain a CDL upon hire.

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Position Minimum Requirements

{Continuous - 67-100% of the day. Frequent -- 34-66%. Occasional -- 6-33%. Intermittent -- 1-5%}

1. SITTING - (Percent of time or hours per day? Surface? Foot controls?) **Occasional**

2. STANDING - (Percent of time or hours per day? Type of surface? Duration at one time?) **Frequent**

3. WALKING - (Percent of time or hours per day? Surface? Distance?) **Frequent – Short Distances**

4. POSITIONS - (Can worker change positions frequently? Occasionally?) **Frequent**

5. LIFTING & CARRYING - (Weight? Type of object(s)? Frequency? Distance?) **Frequently up to 30 pounds.**

6. PUSHING/PULLING - (Weight? Type of object(s)? Times per hour? Distance?) **Frequent**

7. REACHING/HANDLING - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Continuous**

8. BENDING/SQUATTING - (Frequency? From Waist? Knees? Duration?) **Frequent**

9. TWISTING - (From what body part(s)? Frequency? How far? Work being done?) **Occasional**

10. CLIMBING - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent**

11. CRAWLING - (Surface? Frequency? Distance?) **Intermittent**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.) **Position is performed in outside weather conditions or in a mechanic shop. Works around moving mechanical parts.**

<input type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input checked="" type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE **DATE**

HR REPRESENTATIVE **DATE**

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.