

OAKDALE ELECTRIC COOPERATIVE

JOB DESCRIPTION

Position Title:	Chief Mechanic		
Department:	Operations		
Reports To:	Operations Director		
Date Issued/Revised:	11-4-2021, 4-17-2023		
FLSA Status:	Non-exempt	Classification:	Union

POSITION SUMMARY: The chief mechanic is responsible for making repairs and performing general maintenance on all types of vehicles and equipment within the company's fleet. Repairs shall be made in a safe, cost-effective and time efficient manner, and shall comply with state and Federal DOT regulations. The chief mechanic will also be responsible for scheduling and prioritizing work daily.

ESSENTIAL FUNCTIONS:

1. Establish and maintain a schedule for the routine maintenance of the cooperative fleet, including annual DOT inspections and electrical tests of digger derricks and aerials.
2. Performs routine repair and maintenance of cooperative vehicles and equipment or arrange for work to be completed by outside vendors.
3. Maintains accurate records of maintenance history and work completed on all Cooperative vehicles and shall be responsible for ensuring vehicles receive scheduled maintenance. Enters data in fleet management program on each vehicle concerning work performed.
4. Maintains inventory of necessary maintenance equipment and supplies.
5. Maintains other mechanical equipment as required.
6. Maintains garage and shop in neat and orderly manner.
7. Sees that the Cooperative's vehicles, equipment, and supplies are used in a safe manner, kept neat and clean, that all safe driving rules and regulations are adhered to.
8. Participates in activities of employee committees and employee meetings.
9. Keeps informed of all Cooperative policies and procedures that affect this area of work.
10. Be thoroughly familiar with all safety rules and regulations and sees that they are carried out in the performance of duties.
11. Works daily establishing and promoting positive relationships with all personnel, members, and the public.
12. Performs all other duties as requested to fulfill the objectives of the Cooperative.

The above statements are essential functions of this position and are intended to describe the general nature and level of work being performed by employees assigned to this

classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

EDUCATION/EXPERIENCE:

High school education or equivalent required. Completion of a vo-tech, military, or other recognized mechanic training program or equivalent desired. A minimum of five years of progressive experience in vehicle repair is preferred. Thorough knowledge and experience with, but not limited to, hydraulic systems, gas engines, diesel engines, electrical systems, drive trains, and chassis components. Must have and maintain a valid Wisconsin CDL.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A thorough knowledge of mechanic's tools, ability, and skill to use in a safe manner.
- Ability to carry out responsibilities of service work and to prepare all necessary forms and reports required in such work.
- Effective working knowledge of the maintenance of light and medium duty vehicles.
- Must have basic computer skills.
- Ability to show initiative in gaining and maintaining skills, abilities, and knowledge required to perform this position.

PHYSICAL REQUIREMENTS:

Normally works in a garage/warehouse environment, occasionally works outdoors in poor weather. Should be physically able to function in the position.

Must possess manual dexterity and visual acuity, as well as the ability to listen and communicate orally, stand, walk; to frequently sit, bend, stoop, squat, lift and carry between 75 – 100 pounds, reach above shoulder level, twist, kneel, and crouch, and to occasionally climb and balance.

Revisions: 11-5-2018, 4-17-2023