



## **TAHOE CITY PUBLIC UTILITY DISTRICT Job Description**

<b>Job Title:</b>	<b>Operations Technician - Mechanic</b>
<b>Department:</b>	<b>Utilities</b>
<b>Supervised By:</b>	<b>Utilities Superintendent</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Revised as of:</b>	<b>January 2015</b>

### **JOB SUMMARY**

To maintain, repair and inspect a variety of District light and heavy-duty vehicles, heavy equipment, small tools and equipment.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Utilities Superintendent.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform semi-skilled to skilled preventive maintenance, diagnostics and repairs on all District mechanical equipment such as light duty and heavy-duty vehicles, heavy equipment, small tools and equipment, generators and other mechanical and hydraulic systems.
- Inspect equipment, vehicles and tools to determine that safety standards are met and recommend action based on inspections to include, repair, maintenance and/or replacement.
- Work with a computerized maintenance management system to monitor, schedule and document vehicle and equipment maintenance and repair work.
- Monitor and organize vehicle maintenance records to schedule, assign and supervise maintenance and repair needs.
- Maintain inventories of basic parts and materials necessary to perform efficient and effective preventive maintenance and repairs.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Instruct and train operators in proper, efficient and safe use and maintenance of District equipment; report operating problems to supervisor.
- Conduct meetings at request of supervisor to review safe use of vehicles and equipment and assist in safety inspections.
- Assist other departments as requested in assignments that may include: operating telemetry systems, repairing the District's water and wastewater systems, removing snow.
- Respond to emergency calls on weekends, holidays and evenings as assigned.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Standard and accepted methods, materials and tools utilized in the maintenance and repair of a variety of equipment and vehicles ranging from basic to complex.
- Standard, safe and accepted operation and maintenance of equipment and vehicles utilized by the District.
- Operation and maintenance of gas and diesel engines, vehicle systems, hydraulic systems and electrical systems.
- Standard and accepted safety procedures applicable to a variety of maintenance, water and wastewater operations and vehicular operations.
- District operations, policies and procedures as they relate to assigned duties.
- Modern office practices, methods and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

### **2. Ability to:**

- Apply understanding and common sense to interpret and carry out a variety of oral, written and diagram instructions in an independent and successful manner.
- On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify safety hazards; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weights of 75 pounds or less.
- Effectively deal with problems involving several concrete variables in standardized situations.
- Diagnose mechanical problems and determine proper course of action.
- Operate a variety of vehicles and equipment utilized in the District and to perform maintenance of equipment and systems.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Provide courteous and positive customer service.
- Understand both oral and written instructions and carry out in a positive manner.
- Operate and use modern office equipment including computers and applicable software.

- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of training and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Five (5) years of progressively responsible experience performing journey level skilled mechanical and maintenance duties involving a wide variety of light to heavy equipment and vehicles.

### **2. Certification & Licensing Requirements:**

- Possession of appropriate and valid Class A Driver's license and driving record that complies with District policy.

### **3. Other Special Requirements:**


- Vocational training or education in vehicle and equipment maintenance is highly desirable.
- Certifications from organizations such as Automotive Service Excellence (ASE) are highly desirable.

## **WORKING CONDITIONS**

Work is performed in an outdoor garage environment, with exposure to hot or cold temperatures; excessive noise; exposure to dust, fumes, smoke or other irritating particles; and exposure to chemicals, solvents, grease or oil. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/30/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015