

POSITION TITLE: Mechanic

REPORTS TO: VP of Engineering & Operation

OBJECTIVE

This position is responsible for maintenance, repair, modification and accessory outfitting on all company vehicles and equipment to support reliable operations at optimum cost while ensuring the safety of employees and the public.

RESPONSIBILITIES AND DUTIES

- Perform preventive maintenance on a regular schedule for all cooperative vehicles and equipment;
- Inspecting/testing/troubleshooting vehicles and equipment to determine cause of faulty operation;
- Repair/replace defective parts to restore to proper condition;
- Coordinating schedules with vehicle and equipment operators to minimize downtime and ensure the SREMC fleet remains efficiently operated and properly maintained;
- Maintain an adequate inventory of supplies and parts;
- Process paperwork for maintaining accurate inventory records;
- Ensure materials are moved and stored in proper locations;
- Utilize vehicle maintenance software programs to make sure vehicles are used correctly and to achieve optimal efficiency;
- Maintain a clean and orderly work area;
- Complete paperwork and computer entries documenting receipts and distribution of material to properly account for material transactions;
- Assist with inventory processes;
- Control costs of assignments;
- Personal productivity, quality and quantity of work;
- Perform accurate and neat work;
- Work independently to the extent that an employee performs work with little or no supervision;

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- Provide assistance to other personnel and help maintain good departmental morale;
- Complete annual personal and departmental goals assigned by management.
- Knowledgeable of South River Electric Membership Corporation's rate schedule, by-laws, service rules and regulations.
- Report problems and conditions promptly which warrant immediate resolution;
- Attend scheduled meetings;
- Adherence to schedules and deadlines for assigned work;
- Keep assigned equipment and work area clean, neat and organized at all times;
- Understand and perform all duties in accordance with applicable safety and Cooperative policy manuals, as well as reporting to Supervisor hazardous conditions for the safety of the employees, consumers and general public;
- Performance of related duties as assigned or necessary.

RELATIONSHIPS and CONTACTS

Obtains and shares information and support needed to achieve departmental and cooperative goals. Maintains contacts as necessary for effective coordination and communication.

- Internal
 - VP of Engineering & Operations
 - Senior Mechanic
 - Make contacts to satisfactorily carry out the responsibilities of this position.
- External
 - Make outside contacts to satisfactorily carry out the responsibilities of this position
 - Work closely with vendors for any materials/supplies needed.

EDUCATION

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High School education or equivalent. Associate's degree in automotive mechanics preferred. Prefer dealership training in specialty technical areas such as electronics, fuel injection, heating and air conditioning systems, power train systems, braking and hydraulic systems.

EXPERIENCE

A minimum of two years of experience as a general mechanic, maintaining and repairing mechanical, electrical, and hydraulic systems preferred. Will consider related education in lieu of work experience if there is demonstrated ability to carry out the position's requirements. Must have experience or related education with gasoline and diesel engines, hydraulic systems, and front-end alignment.

JOB KNOWLEDGE

Must have an understanding of the principles of operation of the internal combustion engine. Must have a thorough knowledge of the tools and equipment needed to perform duties as required. Should be able to understand inventory control and storage principles. Must have extensive knowledge of electronic systems, fuel injection, heating and air conditioning systems, power train systems, hydraulic systems and braking systems.

ABILITIES AND SKILLS

Must have knowledge and skills needed to service, diagnose, adjust and repair mechanical, electrical, electronic and hydraulic parts of automotive vehicles, trucks and other gasoline and diesel powered equipment. Must have the ability to read and understand drawings of all automotive systems, service manuals, and other technical publications. Must be able to maintain complete confidentiality in the performance of duties and responsibilities of the job. Must have good written and oral communication skills while being effective in dealing with a variety of people under different and sometimes difficult circumstances. Must have good decision making skills. Must have excellent computer skills. Must be able to operate a motorized vehicle without the assistance of another employee. Must be able to carry out assigned work in a timely manner with minimal supervision.

QUALITIES AND ATTRIBUTES

Must be professional, dependable, punctual, courteous, have a positive attitude and be flexible. Must have personal integrity and be a team player. Must be self-motivated with a strong work ethic and an ability to adapt easily to change.

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PHYSICAL REQUIREMENTS

Required to pass a physical examination and drug test when employed.

Must have the physical ability to perform the essential functions, duties and responsibilities of the job, which include, but are not limited to:

- Must be able to lift and carry moderately heavy items and learn to safely operate hoisting equipment;
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds;
- Must have the ability to perform the outside duties of this position during extreme adverse weather conditions (temperatures above 90 degrees and below 30 degrees F., rain, sleet, snow, sleet, high humidity, etc.)

Special Requirements

- Must have North Carolina Commercial Driver's License- Class A;
- Must be able to operate a fork lift;
- Enrollment/completion of courses provided by Terex and Altec in order to become certified to work on SREMC vehicles and equipment;
- Must provide own tools to perform job duties as required;
- Enrollment/completion of courses to become a State certified welder.

Work Conditions

- Work in the mechanic shop, warehouse, and on premises in diverse working environments;
- Must be available for callouts during emergency situations, day or night that may require extended work hours.

REMARKS

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. In order to ensure maximum flexibility and efficiency and encourage cross training additional functions and requirements may be assigned by a supervisor/manager as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job

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description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Reviewed: August 29, 2014

Reviewed: February 18, 2021(PFA)

Updated: December 7, 2021

Updated: February 4, 2026