

SAN MIGUEL POWER ASSOCIATION, INC.
POSITION DESCRIPTION

POSITION:

Mechanic/Warehouseman

REPORTS TO:

Supervisor of Purchasing

DEPARTMENT:

Operations

LOCATION: Nucla, Ridgway

MINIMUM JOB SPECIFICATIONS:

Must have a minimum of five years working experience in vehicle maintenance. Strong background and knowledge of all phases of auto and truck repair such as tune-ups, brakes, charging system, lighting system, fuel and carburetor, exhaust, and starting system. Must also have experience in welding and engine diagnostic equipment. Proven expertise in mechanical aptitude and skills and of vehicle maintenance tools and equipment. Required to become familiar with all materials and supplies used in all aspects of line construction in a short period of time. Must be able to operate a fork lift. Must work collaboratively with other areas of the company to improve efficiencies for the members. Computer skills adequate to perform necessary tasks including fleet tracking, electronic maintenance records and other general computer programs. Requires a demonstrated working knowledge of OSHA requirements as they impact the maintenance department. Ability to work without direct supervision is required. Must represent the co-op in a progressive, positive, and professional manner in all relationships, both internal and external. Requires excellent organization, written and verbal communication skills. Required to obtain and maintain a valid Class A, CDL Colorado driver's license.

JOB FUNCTIONS:

San Miguel Power Association reserves the right to change or modify the duties and job functions of this position at any time.

1. Performs maintenance and repairs of company vehicles and equipment.
2. Performs other miscellaneous welding and mechanic work as required.
3. Inspects company equipment in accordance with established procedures, preventative maintenance, and DOT standards.
4. Recognizes problems with equipment; makes the necessary repairs.
5. Assists with repair and maintenance reports and maintaining current records of all vehicles.
6. Maintains the control and custodial responsibility for material and physical inventories with the Supervisor of Purchasing.
7. Ensures proper inventory levels are maintained and materials are disseminated to appropriate personnel in accordance with established procedures.
8. Occasionally delivers material to SMPA locations and job sites.

9. Inspects and replaces company tools in accordance with established procedures.
10. Assures proper operation of the warehouse facility on a daily basis.
11. Assists in unloading material trucks when needed.
12. Maintains a safe work environment by adhering to policies, procedures and regulations.
13. Maintain shop area in neat and clean condition making sure that hazardous working conditions do not exist.
14. Provide building and grounds maintenance when necessary and may occasionally make repairs as needed to association property.
15. Provides additional groundmen help when line crew is short-handed if necessary without interfering with the need of shop/warehouse.
16. Required to work independently without direct supervision.

KNOWLEDGE & SKILLS:

Computer skills adequate to perform necessary tasks including fleet tracking, electronic maintenance records and other general computer programs. Knowledge of all phases of auto and truck repair such as tune-ups, brakes, charging system, lighting system, fuel and carburetor, exhaust, and starting system. Must also have experience in welding and engine diagnostic equipment. Proven expertise in mechanical aptitude and skills of vehicle maintenance tools and equipment. Requires excellent organization, written and verbal communication skills. Demonstrates a working knowledge of the policies and procedures of San Miguel Power Association. Understands and applies the concept of providing quality electric service to SMPA consumers and agrees to maintain a continuing commitment to superior people to people service.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

Requires strenuous physical labor, including occasional heavy lifting up to 50 pounds required. Requires climbing, balancing, bending, kneeling, reaching, standing, sitting, walking, hearing, talking, seeing, smelling, crawling, pushing, pulling and grasping. Requires attention to detail on a daily basis. Employee must be able to read, write legibly and evaluate situations.

Seventy-five percent (75%) of the work is performed indoors, while twenty-five (25%) is performed outdoors, possibly under adverse weather conditions. Various mechanical and electrical hazards are present. Work is performed under various hazards such as dust and/or fumes. Employee may be required to use various chemicals in routine maintenance of vehicles. Employee must understand how to read a MSDS sheet and maintain records of MSDS sheets on any chemicals used. Travel by company vehicle is required. Occasional travel by commercial means is required. This position will travel to other SMPA locations on a regular basis as needed.

OTHER DUTIES & RESPONSIBILITIES:

The above statements are intended to describe the general nature and level of work being performed in this job. This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor or other management as required.

This job description does not constitute a written or implied contract of employment.