



# Midwest Energy & Communications Role Profile

## Mechanic

<b>Role ID:</b> MECHANIC	<b>Revision:</b> 2
<b>Reports to:</b> None	<b>Status:</b>
<b>Department:</b> Operations	
<b>Division:</b> NONE	<b>Location:</b> None
<b>Wage Scale:</b> X	<b>Wage Level:</b> All
<b>Kolbe C:</b>	
<b>Approval:</b> Kerri Wade 11/01/2013	

### Role Summary

Is responsible for Cooperative fleet ensuring that all vehicles are properly maintained and safety and DOT regulations are followed. Must be able to follow maintenance practices and services established by Midwest and fleet manager.

### KRA - Key Results Area

This is intended to be only an overview of primary responsibilities for this role. This is not a complete listing of role functions. All Team Members are responsible for assisting the organization with various tasks as directed by management. Special projects and activities may also be created where Team Members talents can best be utilized.

### Inventory Management

- Maintain a reasonable inventory of parts to ensure prompt repair and to reduce down time.

### Vehicle Maintenance and Operation

- Check log for oil change, lubrication, battery, water, and perform necessary work to take care of these and other maintenance details and record work when completed.
- Perform maintenance on motors when necessary by schedule or performance or as directed by the operations supervisor.
- Perform emergency field repairs.
- Check crank case oil level with every lubrication and oil change and make the necessary changes, as required.
- Check battery, water and other lubrication according to manufacturer recommendation and make the necessary changes, as required.
- Check lighting for compliance with safety rules and make necessary changes as required.

- Check tire wear and inflation and keep tires inflated to recommended pressures; report alignment problems to fleet manager.
- Check ignition system and electrical systems regularly to ensure proper performance levels.
- Do engine and drive train repairs as needed.
- Do small body repair as needed before painting.
- Inspects vehicles and equipment for safety and efficiency.
- Must possess hand tools up to 3/4 size and be able to maintain a clean work environment.
- Must have 5 years training or on the job experience with heavy/medium duty trucks.
- Must have ASE and State of Michigan certifications or working toward obtaining them.
- Must have working knowledge of suspension and steering, air brake, electrical and hydraulic systems, dealership engines and Allison transmissions.

## Competencies

To perform the role successfully, an individual should demonstrate the following competencies:

- Accuracy - Completes work that can consistently be relied upon for being correct, well founded, detailed, and thorough in its outcome.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Dependability - Follows procedures, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits time necessary to reach goals; Meets deadlines or notifies appropriate person with an alternate plan.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent challenges and risks; Looks for and takes advantage of opportunities; Demonstrates persistence and overcomes obstacles; Asks for help when needed; Measures self against standard of excellence.
- Innovation - Displays original and intuitive brainstorming; Meets challenges with spontaneity and risk; Generates bottom-line suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others attention.
- Judgment - Displays willingness to make decisions; Exhibits accurate judgment & confidentiality; Supports and explains reasoning for decisions; Details and clarifies needs for basis of decisions; Includes appropriate people in decision-making process.
- Planning/Organizing - Plans work activities; Uses time efficiently; Plans for additional resources; Organizes or schedules other people and their tasks; Sets context for work; Develops action plans with continuity.
- Problem Solving - Utilizes creative talents and skills to successfully resolve problems; Develops solutions that work; Works well in group problem solving situations.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Provides or observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

## Qualifications

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Experience/Education Level:

This role requires the following related experience with equivalent combination with education and training.

### Skills & Proficiencies:

- Communication Skills (Level 2 - Basic. High school proficiency level. )
- Computer Skills (Level 4 - Advanced. Proficient to work independent and train others. )
- Language - English (Level 2 - Basic. High school proficiency level. )
- Mechanical Repair & Maintenance Abilities (Level 3 - Intermediate. Up to 5 years and can work with little assistance. )
- Organizational Skills (Level 3 - Intermediate. Up to 5 years and can work with little assistance. )
- Reasoning (Level 3 - Intermediate. Up to 5 years and can work with little assistance. )
- Telephone Skills (Level 3 - Intermediate. Up to 5 years and can work with little assistance. )
- Writing Skills (Level 2 - Basic. High school proficiency level. )

## Certificates/Licenses:

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- Class A Commercial Drivers License
- Medical Examiners Certificate
- Valid Drivers License

## Supervisory Responsibilities

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## Training Requirements

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The following training may be required for this position.

## Activities

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## Work Environment

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The work environment characteristics described here are representative of what a Team Member encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Fieldwork or on-site temporary assignments
- Operations/Production
- Works as part of a team
- Works independently

## Physical Demands

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While performing the duties of this role, the Team Member is regularly or occasionally required to meet the following physical demands. To assure safety, Team Members in this role must be able to complete the following physical requirements

- Lift 10-50 pounds
  - Minimum 30% standing
  - Movement - Climb and maintain balance
  - Movement - Reach with hands, arms and lift
  - Movement - Use two hands to finger, handle, feel
  - Noise - Loud
  - Sit and stand intermittently
  - Vision - Ability to adjust focus
  - Vision - Close
  - Vision - Color
  - Vision - Depth perception
  - Vision - Distant
  - Vision - Peripheral
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