



Barrow Utilities and Electric Cooperative, Inc.

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Job Description

Job Title:	Garage Mechanic	Supervises:	Non-Supervisory
Division:	Natural Gas	DOT Safety Sensitive:	Yes, PHMSA
Reports to:	Natura Gas Superintendent	FLSA Status:	Non-exempt, hourly
Union status:	Union	Starting Pay	1 st year: \$37.21/hour 2 nd year: \$41.54/hour 3 rd year: \$45.82/hour per Union CBA
Status:	Permanent, Full Time	Work Schedule	Monday - Friday 8am-5pm
Date:	November 2, 2022		

Summary:

Perform skilled and efficient maintenance repairs of equipment owned or operated by the Cooperative to promote safe and efficient work practices while maintaining current industry standards and conditions.

Essential Duties and Responsibilities:

include but are not limited to the following

- Responsible for performing skilled and efficient maintenance repairs of equipment owned or operated by the Cooperative to promote safe and efficient work practices while maintaining current industry standards and conditions.
- Perform minor and major repairs to include all aspects of repairs, electrical, drive train, suspension, engine, heating, hydraulic to vehicles and equipment.
- Troubleshoot and diagnose drivability problems and repair on vehicles and equipment.
- Operate a variety of diagnostic tools and electrical, air and hand tools.
- Perform minor body work on vehicles and equipment.
- Attend safety meetings and training sessions as required.
- Cold weather starts
- Overhaul CNG Compressor and install fuel kits
- Use both gas and electric welders
- Schedule and perform routine preventive maintenance such as installing fuels, lubrication oils and grease, antifreeze chemicals, etc.
- Determine parts needed.
- Operate vehicles to diagnose and ensure operating efficiency.
- Actively and accurately documents activities as required.
- Support the company's vision of excellent member service by ensuring reliable system operation and encouraging crews and contractors to work in a courteous, professional, and member friendly manner.
- Observes all safety requirements and regulatory guidelines to ensure compliance.
- Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports any incidents, accidents, problems, or unusual situations.
- Assists in ensuring adequate inventory of parts, tools, equipment, and supplies to conduct work activities.
- Prepares or completes various forms, reports, correspondence, checklists, logs, work orders, materials records, vehicle maintenance records, or other documents.
- Regular attendance is required as outlined in the company's attendance policy.

- Operate a variety of equipment, machinery, and tools as necessary to complete essential functions, which may include, but is not limited to an air compressor, welding machine, mechanic tools, hand tools, measuring devices, or radio communications equipment.
- May be subject to on-call
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of all applicable Cooperative policy and adherence to said policies.
- Knowledge of potentially hazardous and emergency environments.
- Knowledge and understanding of basic shop safety, Personal Protective Equipment (PPE), and Material Safety Data Sheets (MSDS).
- Knowledge of repair and maintenance of pickups and heavy equipment.
- Knowledge of iVue System to include trouble reports and shop orders.
- Ability to handle multiple tasks effectively, work under pressure and to prioritize.
- Ability to maintain a positive and professional attitude and an effective working relationship with, and among coworkers.
- Ability to perform addition, subtraction, multiplication, and division.
- Ability to effectively operate vehicles every day.
- Ability to represent the Cooperative in a manner that shows the highest regard to customer service.
- Ability to understand safety rules, operating and maintenance instructions and procedure manuals.
- Intermediate computer skills to use diagnostic laptop and fleet management reporting.
- Good communication skills.

Education, Experience, Certifications, and License Required:

- High school diploma or equivalent
- Valid Alaska driver's license with a satisfactory driving record.
- Ability to obtain a CDL within ninety (90) days from date hire.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.
- Must pass pre-hire physical examination.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires full range of physical motion to perform all manner of routine maintenance duties associated with this position.
- Constantly is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, and controls.
- Frequently required to sit, climb, balance, stoop, kneel, crouch, and crawl regularly, both inside and outside, sometimes in inclement weather and on uneven terrain.
- Communicate clearly by radio and phone.
- Occasionally lift and/or move up to 100 pounds i.e., mounted tires, equipment parts
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Ability to work around and with fuels, oils, grease, and cleaners.
- Ability to work more than 40 hours in a given week including weekend assignments as required.
- Ability to work efficiently in an outdoor or indoor environment as needed.

- Ability to utilize all types of safety equipment, i.e. head gear, hearing protection, eye protection, respirators and other safety devices.
- Must work in adverse weather condition, extreme cold and dark areas.

Work Environment:

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the garage work environment is often high, while the field work environment varies moderate to high.
- Occasionally works in outside weather conditions including extreme cold and darkness.
- Occasionally works near moving mechanical parts, in high precarious places, and is occasionally exposed to heat, wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and vibration.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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