



INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



Title:	Fleet Maintenance Technician
Grade:	11
Position Code(s):	013-050
Department:	Operations
Status:	Full-Time
Exemption Status:	Non-exempt (hourly)
Reports To:	Director of Operations
Supervisory Responsibilities:	None
Work Location:	Licking
Effective Date:	March 25, 2024
Replaces (Effective Date):	October 28, 2021

General Summary: The job function of Fleet Maintenance Technician is to assess, diagnose, and accurately repair vehicles, and equipment as well as modify, paint, track/maintain records, work with the vendors and order parts and supplies for vehicles and equipment as needed. This position requires you to be alert at all times, paying attention to your surroundings, and being very safety conscious.

Essential Job Functions: *The following job functions are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Diagnose fleet and vehicle equipment problems and make/schedule repairs as necessary.
2. Schedule and complete maintenance on Cooperative fleet.
3. Utilize, read, and interpret diagnostic software on a wide range of Cooperative owned vehicles and equipment.
4. Assess, diagnose, and accurately repair major vehicle components. Determine if components need repaired or replaced.
5. Utilize, read, and interpret precision measuring devices, such as dial caliper, micrometer, depth gauges, etc.
6. Order parts and supplies needed to make repairs and maintain inventory on parts and supplies.

7. Work with vendors to acquire the highest quality repair with focus on controlling costs for the Cooperative without sacrificing safety and longevity of vehicles/equipment.
8. Perform engine tune-ups, brake repairs, service vehicles, ie; oil changes, filter replacements and electrical system repairs etc.
9. Perform diesel/gas engine repair/replacement, work on automatic/manual transmissions, wiring and electronics, pneumatic and hydraulic brakes, differentials, all types of suspensions, mobile HVAC, etc.
10. Perform repairs, diagnostics on hydraulic mobile equipment such as cranes, forklifts, man lifts, digger derricks, ROW equipment, bucket trucks, etc.
11. Perform work on upholstery, body work, painting, fabrication climate control, on-board electronics, flash programming, powertrain, etc.
12. Prioritize fast repairs versus more extensive repairs to keep maximum number of vehicles and equipment mobile.
13. Continuously communicate with supervisor on status and updates of repairs. Coordinates with supervisor when shop is at capacity to continue repairs with outside vendor when necessary.
14. Uses established best practices to determine if re-usability/recondition/rebuild, when practical, is the best option to control maintenance costs.
15. Performs building maintenance such as air-conditioning, lighting systems and plumbing.
16. Receives salvaged materials, oil and other hazardous materials from Cooperative crews or others working for the Cooperative following the policies in place for proper disposal.
17. Prepares, schedules, and sends equipment and/or material identified for repair to vendors or other responsible parties.
18. Assists construction crews and service personnel in the field as needed. Gather required tools and respond to service calls in a timely manner.
19. Accommodate, guide, and assist Cooperative personnel as needed for help with repairs. Instruct on proper operating techniques as needed.
20. Operates fork-lifts, winches, or trucks necessary for receipt and storage of materials.
21. Performs required inspections on fleet vehicles and equipment following applicable rules and regulations.
22. Maintains record and accurate documentation on maintenance on, maintenance/service of fleet vehicles and equipment. Schedules and tracks recall warranty work on the Cooperative fleet.
23. Is available for service and/or emergency call in the field. Can be readily contacted by phone or radio to diagnose and/or repair fleet vehicles and equipment. Ability to multi+-task and handle several on-going projects at one time.
24. Performs cleaning and general housekeeping of the shop area with an emphasis on safety and following applicable rules/regulations.
25. Continuously looks for ways to improve processes focusing on safety, efficiency, longevity of vehicles/equipment, and controlling costs.
26. Performs other duties as required and/or assigned.

Job Requirements:

Education and Experience:

1. Requires a high school diploma or equivalent.
2. Minimum of 4 years, verifiable experience completing repairs on cars, trucks, and various types of heavy equipment.
3. Requires successful completion of a pre-employment drug screening.
4. Requires successful completion of a pre-employment physical examination.

5. Requires successful completion of a pre-employment background check.

Certificates, Licenses, Registrations:

1. Must have a valid Class A-CDL drivers license within 60 days of hire.

Preferred:

1. Extensive experience with hydraulics, fabrication welding, and car/truck engine repair.
2. Class A CDL license and experience operating a wide variety of vehicles and equipment. Ability to operate/drive all Cooperative assets.
3. Cummins, John Deere, Detroit, Caterpillar, etc. engine experience.
4. Vehicle/Equipment Technician certifications.
5. Electro-hydraulic and pulse width modulation experience.
6. Knowledge of truck manufacturer vehicle systems, including but not limited to: Freightliner Service Link, Paccar Electronic Service Assistant, John Deere Service Advisor, GM TechLink, International Service-Maxx, etc.
7. Experience working with vehicle specific software, including, Ford, Ram, GM, etc.
8. Working knowledge of structural designs: leverage, triangulation, box and arch structures, rebounding bending moment, as applied booms, derricks, frames, etc.
9. Familiarity with diesel exhaust, aftertreatment systems.

Knowledge, Skills and Abilities:

1. Ability to obtain certifications required to operate any equipment used by the Cooperative.
2. Knowledge of engines, transmissions, drive-train, suspension, brakes, electrical systems hydraulics, and clutches.
3. Ability to perform basic welding, and painting.
4. Ability to diagnose and troubleshoot mechanical problems.
5. Must be able to read vehicle schematics and order all materials necessary to make needed repairs and modifications.
6. Ability to multi-task, prioritize work, and maintain accurate records.
7. Electronics experience to accurately diagnose gas and diesel drivability issues, Ability to work with and on data link communications.
8. Ability to manage stress and work within time guidelines and constraints.
9. Ability to instruct others in proper repair techniques.
10. Ability to be a self-starter without the need for constant supervision.
11. Must be willing to strictly adhere to all Cooperative and industry safety practices.
12. Ability to effectively communicate with others and work as part of a team. Willingness to cross-train when necessary. Must be a good listener and communicate with driver/operator to gather as much detail as possible for accurate diagnosis/repair.
13. Ability to work in a fast-paced environment and make decisions quickly. Make recommendations to supervisor on repairs, supplies, orders, maintenance, etc.
14. Willingness to attend on-going training.
15. Ability to adapt to changing conditions and to "think outside the box" to find solutions to problems.
16. Ability to constantly go from one job to the next, often multi-tasking in rapidly changing conditions, ie; going from an oil change to an engine overhaul to working on an ATV.

Physical Demands:

1. Employee lifts/carries 74 pounds occasionally (34%-100% of the time).
2. Employee lifts/carries up to 40 pounds frequently (34%-66% of the time).

3. Employee's position requires pushing a maximum force of 62 pounds.
4. Employee's position requires pulling a maximum force of 62 pounds.
5. Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents to operate equipment, and to perform other duties as assigned.
6. Ability to hear in the normal audio range with or without correction.

Work Environment:

1. Tolerate prolonged periods of working in repetitiously.
2. Work in all types of weather conditions.
3. Prolonged work in tight, cramped spaces with dirt, oil, etc.
4. Use of all required personal protective equipment, to include but not limited to, hard hat, hearing protection protective eyewear, safety vests, etc.
5. Work is approximately 75% shop and 25% in the field.
6. Hours worked may be in excess of 8 hours per day or 5 days per week, must be available for emergency/overtime work.
7. Environment is busy and individual will need excellent organizational and stress management skills to complete the required tasks.