



## JOB POSTING

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**Job Title:** Fleet Mechanic  
**Location:** Kaufman  
**Posting Dates:** 5/17/2021 until filled

### Summary

Make repairs and perform general maintenance on all types of vehicles and equipment. Repairs shall be made in a safe, cost effective and time efficient manner.

### Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- Operate all types of Cooperative equipment.
- Perform minor and major repairs on all Cooperative equipment, including, but not limited to, vehicles, trailers, power operated equipment and hand tools.
- Maintain accurate computer records of time and parts used on specific work order tasks.
- Assist in developing transportation maintenance and repair procedures.
- Give operating guidance to vehicle and equipment operators.
- Work with vehicle and equipment operators to understand and solve complaints or concerns with regard to vehicle or equipment.
- Explain basic principles and efficiency of heating and cooling systems
- Follow Cooperative safety policies, procedures and regulations.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Perform any other duties as assigned by the Manager of Purchasing & Facilities, Director of Corporate Services, Assistant General Manager/COO and/or the General Manager/CEO.

### Education

High School diploma or equivalent and a diploma/degree in heavy duty truck mechanics. Five years experience may be substituted for the vocational school requirement. Specific mechanic certifications may be required.

### Experience

Previous work history or training on repairing and maintaining heavy duty trucks and industrial equipment.

### Job Knowledge

Must be able to repair and maintain hydraulic systems, gas engines, diesel engines, electrical systems, drive trains and various hand tools.

### **Abilities**

Must be a highly motivated self starter that exhibits a high level of initiative and creativity. Must have strong written/verbal communication skills. Requires strong interpersonal skills, the ability to effectively handle competing priorities, complete them in a timely manner, and work independently. Must be able to read, write and do arithmetic. Proficiency in Excel, Word, Internet Explorer and Microsoft Outlook is required. Must be able to carry out a variety of activities requiring a high degree of accuracy and attention to detail in an organized manner in order to meet deadlines. Must possess a valid commercial drivers license and remain insurable by Cooperative automobile insurance carrier.

### **Working Conditions**

Must be able to work outside of regular schedule to maintain operations as required. Some travel within and out of the service area may be required. May be exposed to chemicals, fumes and exhaust from vehicles and/or equipment. Work may be performed in a covered area, but will be exposed to the outdoors.

### **Physical Requirements**

Lifting and carrying of 10 to 50 pounds frequently. Job requires seeing, hearing, communicating, walking, sitting, reaching, pushing, pulling, standing, bending, crawling and climbing. Must be able to use office equipment such as a copier, computer and printer. Hazards include electrical and mechanical. Frequent exposure to dust and dirt.

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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. Duties, responsibilities and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

### **How to Apply**

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, [www.tvec.net](http://www.tvec.net), submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

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