

# HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**MECHANIC**

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## PURPOSE OF CLASSIFICATION

The purpose of this non-exempt position is to perform technical tasks to manage, service, and maintain a fleet of mobile vehicles and equipment used for transportation, electric utility service, wireless internet service, and fiber optic cable service. Tasks include skilled, manual work functions associated with inspecting, servicing, and repairing, modifying, and installing various types of diesel and gasoline powered vehicles, equipment, and hydraulics; maintaining shop cleanliness; and carrying out necessary administrative tasks. Interacts and coordinates activities with related service contractors and inventory suppliers. Performs duties under the supervision of the Transmission & Distribution Manager.

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Receives requests and prepares related work orders; oversees shop activities; sets priorities for work to be completed; may train and instruct drivers or other employees in the operation of equipment and vehicles as needed.
- Inspects and diagnoses mechanical malfunctions of various equipment and vehicles; examines parts for damage or excessive wear; adjusts, and replaces necessary units and related parts.
- Performs general mechanical repair, routine service, and preventive maintenance functions such as dismantling, overhauling, repairing, and reassembling engines, checking fluid levels, changing oil and filters, replacing batteries and hoses, greasing equipment, and washing / cleaning equipment and vehicles.
- Performs manufacturer's recommended maintenance on all vehicles; coordinates warranty and some non-warranty repairs for mobile equipment with original equipment dealer's service centers; transports equipment for warranty and some non-warranty repairs.
- Inspects, tests, and repairs engine components/parts and systems; maintains, repairs, and replaces complex electrical, hydraulic, and air-operated mechanisms.
- Receives equipment operator calls and responds by traveling to equipment site location; performs on-site inspections, diagnostics, and repair as needed.
- Operates a variety of machinery, equipment, and tools associated with repairing, maintaining, and testing vehicles and equipment, which may include mechanic tools, and diagnostic instruments.
- Performs inspections and regular periodic service checks.
- Orders and purchases necessary parts for equipment and vehicle repairs; orders fuel and various supplies.
- Responds to routine requests for information or assistance from vendors, employees, supervisors, or other individuals; responds to requests for service; works with equipment operators and supervisors to evaluate modification needs on equipment.
- Coordinates work performed on vehicles by contractors or vendors.

- Performs related technical tasks; inspects and performs routine maintenance and repair on truck mounted aerial devices, digger derricks, and trailer mounted equipment.
- Researches and records information used to prepare bid specifications for the purchase of new mobile equipment and vehicles; inspects and tests new equipment; contacts and meets with sales representatives for equipment lines used in the industry; attends trade show events to view industry specific suppliers and equipment.
- Prepares and receives various forms, reports, logs, work orders, requisitions, or other documentation associated with daily responsibilities of this position; completes, processes, and forwards as appropriate; uses personal computer and other office machines; uses EXCEL and MICROSOFT OUTLOOK software.
- Operates fleet vehicles and rolling stock as necessary to determine maintenance needs.
- Keeps shop area and equipment clean, neat, and safe by conforming to all HMP&L policies and procedures and any state or federal regulations.

### **ADDITIONAL FUNCTIONS**

- May deliver various materials to job sites and may assist with emergency clean-up operations such as storm damage or oil spills.
- May be required to work overtime. May require travel out of town and/or overnight, as needed.
- Maintains good attendance and punctuality.
- Will drive HMP&L vehicles. Maintains a Class A CDL license.
- Ensures conformity with standards set by the North American Electric Reliability Corporation (NERC) and the SERC Reliability Corporation (SERC). Assists Reliability Compliance Manager, as required.
- Adheres to and enforces all company safety rules and regulations.
- Performs other related duties as required, necessary, or assigned.

### **MINIMUM QUALIFICATIONS**

Qualifications include: high school diploma or GED; supplemented by vocational or technical school training in mechanical and vehicle repair; supplemented by five years of previous experience and training that includes mechanical repair on gasoline and diesel powered vehicles and equipment and advanced training in hydraulics, electronics, and mechanicals; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job a familiarity with computer systems and EXCEL software;. Requirements include: must possess and maintain a valid Class A Commercial Driver's License (CDL) issued by the Commonwealth of Kentucky including appropriate endorsement(s); may be required to obtain and maintain specialty certifications relating to specific vehicle system repairs; and must pass a drug/alcohol screen and physical upon conditional offer of employment.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and setting of multiple conditions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and sustained performance of moderately demanding physical work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and pulling moderately heavy objects and materials (60-100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, noise extremes, machinery, electric currents, toxic agents, or pathogenic substances.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Municipal Power & Light) at the discretion of the employer, or as the needs of the employer and requirements of the job change. The employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*