



## UNION JOB DESCRIPTION

**TITLE: Senior Outside Service Journeyman Mechanic**

### **DEFINITION:**

Performs servicing, maintenance, overhaul, and repair all types of vehicles, mounted equipment, portable equipment and construction equipment under the direction of the Foreman or Manager. At the discretion of the Foreman or Manager, work may be assigned in the field at local office service centers or in the Operations Center Transportation Services.

### **DISTINGUISHING CHARACTERISTICS:**

This is a 2nd Shift position. At the discretion of the Foreman or Manager, work assignments can be scheduled in each local office service center on a rotating basis or at Operations Center Transportation Services main shop as needed based on workload demand. Field duties are performed in the mobile service truck. Vacancies are filled by seniority from the Journeyman Utility Mechanic classification.

### **BASIC RESPONSIBILITIES:**

1. Addresses and resolves vehicle-related problems with local area customers.
2. Follows previously-established Transportation Department workload priorities when scheduling work.
3. Receives work requests from customers and performs all field work that is practical, such as P.M.'s, vehicle repair, general maintenance, and schedules balance of work with Shop Foreman.
4. Performs local area tire, brake, and battery inspections as directed.
5. Proactively maintains a safe work environment facilitating safe work conditions, safe work practices, and safe vehicles and equipment.
6. Opens and closes work orders in the computerized fleet management system, accounts for repair labor time, documents work completed and parts used for all repairs performed and updates the status for work performed in the field.
7. Maintains accurate inventory of parts and supplies issued to the service truck
8. Makes local purchases of non-material-coded vehicle repair parts in accordance with District Contracts and Purchasing guidelines.
9. Coordinate repairs and services with Foreman or Manager .
10. Schedules tire-related work and alignments with District Tire Shop Specialist.
11. Supervises/trains co-workers when required
12. Performs all other duties of the Journeyman Utility Mechanic.

### **OTHER RESPONSIBILITIES:**

Performs other associated duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Knowledge of:

- Personal computer skills, including business applications for word processing, spreadsheets, email and computerized fleet management application.
- Maintenance and repair of automotive and heavy equipment, to include air systems, electrical systems, hydraulic systems, transmission and brake systems, and specialized utility equipment.
- PUD preventive maintenance practices and standards.
- Material and Service procurement processes and procedures as stipulated by District Contracts and Purchasing guidelines.
- Oil spills and proper clean up procedures.
- Proper use of tools and equipment.
- Various District forms and reports and how to complete them.

Ability to:

- Work independently with minimal supervision.
- Meet departmental deadlines.
- Meet and work with persons outside the employment of the District.
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- Communicate effectively verbally and in writing.
- Identify, analyze and resolve problems.
- Adjust to varying workload demands.
- Receive and execute assignments.
- Establish and maintain cooperative and effective working relationships with others.
- Apply relevant District policies, procedures and agreements.
- Work and support others in a customer service environment.

Education/Experience:

- Qualified Utility Mechanic.

License, Certification and/or Testing:

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- Possess a valid Washington State Commercial Driver License (Class A).
- CPR First Aid card.

## **WORKING CONDITIONS:**

- Work is performed in both indoor and outdoor environments in varying weather conditions.
- Employees risk physical hazard from working on and around heavy and light duty vehicles and equipment.
- Some exposure to chemicals for cleaning and painting parts.
- Some exposure to fumes from welding and grinding on metal.
- Must be able to lift and carry heavy tools, equipment and vehicle parts in excess of 50 lbs. on a daily basis.
- Must be able to work on varying shifts and long hours as storm and emergency conditions dictate.
- Subject to 24 hour call-out emergency conditions.