



TAHOE CITY PUBLIC UTILITY DISTRICT
Job Description

Job Title: Utilities Seasonal Mechanic Assistant
Department: Utilities
Supervised By: Utilities Superintendent
FLSA Status: Non-Exempt
Revision Date: March 2024

JOB SUMMARY

To perform a variety of routine and unskilled work in the preventive maintenance and repairs on District's fleet and equipment.

DISTINGUISHING CHARACTERISTICS

The Utilities Seasonal is the entry-level seasonal classification of the Utilities Operations Specialist series.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Utilities Superintendents.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform semi-skilled to skilled preventive maintenance and repairs on all District mechanical equipment such as light duty and heavy-duty vehicles, heavy equipment, golf course mowers, turf maintenance equipment, small tools and equipment, generators and other mechanical and hydraulic systems.
- Perform maintenance and repair in a variety of weather conditions and under a variety of physical demands in compliance with established safety procedures and practices.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- May operate a wide range of vehicles, equipment and tools necessary to maintain and repair the District's fleet and equipment.
- May be required to work weekends and/or holidays.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted methods, materials and tools utilized in the maintenance and repair of a variety of equipment and vehicles ranging from basic to complex.
- Standard, safe and accepted operation and maintenance of equipment and vehicles utilized by the District.
- Operation and maintenance of gas and diesel engines, vehicle systems, hydraulic systems and electrical systems.
- Standard and accepted safety procedures applicable to a variety of maintenance, water and wastewater operations and vehicular operations.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Learn the occupational hazards, standards and appropriate safety precautions to protect self and others.
- Apply understanding and common sense to carry out instructions in oral, written or diagram form.
- Function as a productive, effective and positive member of assigned work team(s).
- Operate and maintain standard equipment, tools and vehicles utilized in the performance of assigned duties in a safe and effective manner.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Knowledge of basic routing maintenance and experience with repairs on vehicles and equipment is desirable.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy is required.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled shop environment subject to typical shop noise and conditions.

Most work is performed in a shop but at times will require work to be performed outside and will expose you to hot and cold temperatures; inclement weather; solvents and chemicals; and excessive noise.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Frequently
Standing	Frequently
Walking	Frequently
Walking on uneven terrain	Frequently
Driving	Frequently
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Frequently
Climbing (stairs/ladders/etc.)	Frequently
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Frequently
Pushing (75 lbs.)	Occasionally
Pulling (75 lbs.)	Occasionally
Stooping	Frequently
Working at heights (40) feet above/below ground	Occasionally
Working/Reaching above shoulder level	Occasionally

Working/Reaching below shoulder level
Working/Reaching at desk level

Frequently
Occasionally

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
11 to 25 lbs.	Frequently
26 to 50 lbs.	Frequently
51 to 75 lbs.	Occasionally
76 to 100 lbs.	Occasionally
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Frequently
Pushing	Frequently
Fine Manipulation	
Typing/Keyboard	Occasionally
Calculator	Rarely
Writing	Occasionally
Hand tools	Continuously
Equipment (nuts/bolts, etc.)	Continuously
Simple Grasping	
Files	Rarely
Computer mouse	Occasionally
Phone receiver	Occasionally
Power Grip	
Power tools	Continuously
Equipment (shovel, etc.)	Continuously
Arm	
Lateral	Frequently
Rotation	Frequently

5. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Occasionally
Knowing	Continuously
Observing	Continuously
Problem Solving	Occasionally
Remembering	Continuously
Understanding	Continuously
Explaining	Occasionally

APPROVED BY: Sean Barclay, General Manager