

The Middle Tennessee Electric Membership Corporation

JOB DESCRIPTION

JOB TITLE: FLEET MAINTENANCE MECHANIC

DEPARTMENT: Corporate Operations

EEOC JOB CODE: CM-FMM

REPORTS TO: Fleet Manager

JOB REQUIREMENTS:

Education: High school diploma or equivalent

Experience: Five (5) years' experience in automotive mechanics. Must also have auto air conditioning certification. Must become certified for annual DOT inspections. Commercial Drivers' License (CDL) required within six months of full-time employment.

JOB SUMMARY:

Objective:

To provide maintenance for company vehicles; and to provide adequate supplies of fuels, lubricants, and other supplies necessary for the operation of the company fleet of vehicles.

Supervises:

Mechanic

JOB RESPONSIBILITIES:

Within the limits of established policies and procedures and authority delegated by the Fleet Manager, assumes responsibility and personally performs the following activities:

1. Schedules company vehicles for maintenance and repairs.
2. Prepares daily reports on gas and diesel.
3. Performs annual D.O.T. inspections.
4. Monitors and coordinates vehicles sent out for repairs.
5. Inspects new vehicles to make sure they meet MTEMC specifications.
6. Performs and monitors maintenance of MTEMC vehicle fleet. Schedules all vehicles for maintenance and repairs.
7. Performs maintenance on all company and contractor vehicles as assigned and keeps log on each vehicle of work performed.
8. Constructs small additions, bins, or structures to buildings and fleet or oversees the contracting of them.
9. Requisitions and stores necessary construction materials as needed.
10. Purchases the monthly requirements for vehicle stores (spare parts, gasoline, oil) and submits monthly report of purchases.
11. Assigns daily duties of any employees under his/her supervision.
12. Performs such other activities as assigned or directed.

EQUIPMENT

TO BE USED:

Air Compressor
Drill
Grinder
Hand tools
Jacks
Lift
Torches
Welder

PHYSICAL

REQUIREMENTS:

Talking, hearing, stooping, standing, walking, kneeling, crouching, climbing, reaching, pushing, balancing, pulling, grasping, lifting, feeling, and repetitive motions; must be able to plan and organize work; perform routine reading and paperwork; work with data or other information; work with other people; solve problems and troubleshoot; inspect, monitor, and check; use computers and other office equipment; and maintain safe practices.

Important:

This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.

MTEMC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.