



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	QHA-4100-002	Last Revised:	06/14/2013
Position Title:	Mechanic	Department:	Qualla Housing Authority
Reports to:	Head Mechanic	Division:	Housing

Primary Function: Performs all Maintenance and Repair to QHA company vehicles, related support equipment, including heavy and light duty vehicles, small power equipment.

Job Duties and Responsibilities:

- Performs and follows up on routine preventative maintenance and/or repairs involving all company vehicles, includes tune ups, lubrication, winterizing, repair, hoses, tire repair, adjust or replace broken or damaged parts, and other similar related tasks. Subject to onsite visits to perform select tasks.
- Coordinates his/her daily work schedule according to priority as received or instructed in emergency situations.
- Coordinates the proper parts and services required on an individual basis in conjunction with the ordering personnel to insure proper items are secured or ordered.
- Selects the proper tools, reference books, manuals etc. and procedures for the shop.
- Performs maintenance and or repair of gasoline and diesel powered equipment, includes; small and large vehicles and equipment (light duty, heavy duty trucks, vans, office vehicles, backhoes, dozers, track hoe, front end loader equipment trailers and other site related).
- Performs maintenance and or repair of small construction support gasoline powered equipment, includes generators, space heaters, air compressors, mowers, weed eaters, chain saws and other support related.
- Evaluates major repairs/services as encountered and recommends the appropriate repairs or service required.
- Prepares parts, labor estimates/list, on as requested basis.
- Performs road tests for proper and safe operations of repairs and adjustments.
- Maintains Certification as Escort Vehicle Operator.
- Enters the appropriate documentation as service(s) is/are performed.
- Performs repair or fabrication of non-critical braces, patchwork, cutting, straightening, reattaching with the use an arc welding, and acetylene torch.
- Keeps work area in a neat and orderly manner.
- Performs all work in an accurate, safe manner in accordance with the QHA regulations, policies and procedures.
- Willing to work above and beyond the standard tour of duty (subject to on call status).
- Willing to perform other duties as assigned within his/her scope of work.

Education /Experience:

A high school diploma or equivalent with a combination of education, technical training and experience, in the automotive mechanic field. A prior work experience of a minimum of five (5) years as a mechanic. Must have specific certificates and specialized training. A valid North Carolina Class A Commercial Driver's License is required and must meet QHA requirements to operate a company vehicle.

Job Knowledge:

Possess the working and general knowledge of diesel and gasoline automotive mechanics in relation to the structure, assembly, operation, abilities, maintenance of/and repair methods, also of small engine powered, hand and typical shop tools, diagnostic testing equipment, and parts. Includes all light, heavy, large and small equipment, be familiar with the safety methods and

procedures, possess the ability to use welder, a cutting torch, and other shop related tools and equipment. Ability to interpret maintenance manuals, diagrams, trouble shoot and recommend major repair procedures etc. Also become familiar with the company policies and procedures, safety manuals and instructions.

Contact with Others:

Frequently works in close contact with coworkers or in the vicinity of others where safety procedures must be followed, to prevent injury to others. Possess a positive and polite working relationship with community and public.

Mental /Visual /Physical Effort:

Most work involves recurring tasks; each situation must be assessed and requires extreme concentration. Physical effort requires considerable standing, lifting, balancing also must be able to sit, stand, bend, walk, climb, reach with hands and arms, hear and speak. Eye/hand/foot coordination is required. A mandatory drug test is required and successfully completed.

Environment:

Performs majority of duties in a shop setting, however has exposure to all kinds of extreme weather conditions and terrain when field repairs or services are encountered. Must be able to work a 40 hour week. Subject to cuts, falls, mashed fingers/feet, dust in eyes, etc. Safety procedures and protective equipment must be adhered to minimize personnel injury or to others. Has exposure to moving parts, exhaust fumes, fluids and traffic.

Resourcefulness & Initiative:

Ability to troubleshoot repairs and identify services needed that may not be outwardly apparent. Makes decisions for repairs or services in a most efficient and economical manner. A mandatory 90 day probation period must be successfully completed.

Responsibility for Safety /Equipment:

Failure to operate a motor vehicle safely and properly could result in property damage or personal injury. Responsible for all assigned tools and equipment issued. Responsible for the proper installation of parts on each job.