



## **JOB OPENING NOTICE:**

**Job Title: Mechanic – Shop Foreman**

**Open Dates: 08/23/22 – 08/29/22**

**If you are interested in applying for this position, please turn in your resume to**

**Daniel Pittman.**

**Contact info:**

**Email: [jobs@tvepa.com](mailto:jobs@tvepa.com)**

**Phone: 662-563-4742**

**Fax: 662-563-4743**

**TALLAHATCHIE VALLEY ELECTRIC POWER ASSOCIATION  
JOB DESCRIPTION**

<b>Title:</b>	Mechanic Shop Foreman	<b>Reviewed:</b>	August 2022
<b>Job Code:</b>	55-2251	<b>Exempt Status:</b>	Exempt
<b>EEO-1</b>		<b>Reports To:</b>	Director of Operations
<b>EEO-1 Class</b>		<b>Supervises:</b>	

**JOB PURPOSE**

Responsible for providing timely, efficient, and reliable repairs and maintenance of vehicles and hydraulic equipment. To control department scheduling and downtime of equipment, assuring maximum service through effective preventive maintenance.

**DUTIES AND RESPONSIBILITIES**

**Primary Functions**

- Directly Supervises front-line service mechanics and works with them to ensure timely repairs and maximum equipment up time.
- Supervise the assignment and completion of work utilizing practical and reasonable tracking resources and techniques.
- Assist in developing and recommending a functional ticket and repair system to track and assign projects to the mechanic.
- Analyze mechanical system service practices and procedures to determine and recommend changes in order to meet established Association production service goals and objectives as well as to make improvements and / or set higher equipment care standards.
- Keeps vehicles in good working condition; schedules major inspections, regular lubrication, and oil changes on equipment and vehicles; install safety equipment and maintains the appropriate record-keeping system.
- Performs and supervises repairs, maintenance, and cleaning of all rolling equipment as required
- Conducts preventative maintenance programs on all digger derricks, bucket trucks, pickups, and cars, assuring their longevity.
- Orders and maintains stock of automotive and truck parts and oil and lubrication needs; keeps accurate inventory of stock on hand.
- Assists stranded vehicles requiring on-the-spot maintenance or towing.
- Oversees the maintenance of the service garage and ensures all work areas assigned are neat, clean, safe, and in an orderly condition free of recognized hazards.
- Coaches and trains mechanic personnel assigned to vehicle shop.
- Remains familiar with parts catalogs and up to date with latest methods and procedures in performance of the job through self-study of available manuals or other available training.
- Develops improvements and procedures for most effective use of working time.
- Repairs chain saws, mowers, tractors, and other peripheral equipment.
- Such other duties as may be assigned by supervisor.

**QUALIFICATIONS**

- **Education:** High school diploma or GED required. Two years vocational training specializing in hydraulic systems, diesel mechanics, and heavy equipment required.
- **Experience:** Five years of experience in automotive maintenance and repair, specializing in hydraulics and repair of heavy equipment.
- **Job Knowledge:** Knowledge of fuel injection, conventional carburetors, solid state ignition systems as well as diesel fuel systems and engines. Should also have knowledge of hydraulic pneumatic power systems.
- **Abilities & Skills:** Must understand and interpret maintenance manuals and apply recommended procedures and specifications. Must have good mechanical skills, utilizing common and specialized tools in overhauling and repair work on vehicles and heavy equipment (welders, cutting tools, lathe, grinders, drills, voltmeter, hoists, and hand tools). Must be adaptable to learning new troubleshooting techniques and maintenance methods on specialized construction equipment relating to electrical utilities. Must be able to guide and train others and inspect their work. Must be able to bend, stoop, climb, crawl or slide under vehicles and lift objects weighing 100 pounds. Must be able to perform strenuous physical work for extended periods. Be constantly alert to hazardous conditions due to burning particles, falling objects, shorts in wiring, batteries, gasoline, diesel fuel, motor oil, oxygen, acetylene, and other common vehicle chemicals. Must perform fine, precision repairs requiring steady hands and good maneuverability. Must be able to leave shop environment and perform maintenance activities on stranded vehicles. Must be able to drive all trucks and equipment to perform road testing and troubleshooting
- **Working Conditions:** Work is performed in a typical shop environment, which sometimes ranges in temperature extremes. This position requires the employee's availability during adverse weather or unusual conditions at all times of the day and night, as well as on weekends.

#### **Functions performed by all TVEPA Employees**

Keeps informed and complies with all TVEPA policies, procedures, and rules. Participates in Job Safety and Training. Complies with all TVEPA safety rules and regulations. Exercises reasonable care in the use and security of all TVEPA assets. Makes every effort to serve all members courteously and efficiently, to respond to their inquiries, satisfy their complaints and if unable to do so, refer them to the proper persons. Always makes every effort to do all possible to develop members' support. Keeps supervisor informed of all activities and advising of unusual situations or problems that arise. Cooperates with all employees in maintaining good relationships and high morale, exchanges ideas, information, and job experiences.

#### **EXTERNAL RELATIONSHIPS:**

Maintain good relationships in all contacts with the public. Establishes effective working relationships, provides information, assistance, coordination, advice, and other positive communication that best represent the business needs of the Association with the following:

- **Members-Consumers:** Responds to inquiries, provides advice and assistance, and promotes Association programs, policies, plans and service.
- **General Public and Community:** Maintains good relationships in all contacts with the public and community. Presents a friendly, positive, and professional image for the Association.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.**

**After an offer of employment has been made the Association requires a physical which will include both alcohol and drug testing.**