

- E. Corrects problems or makes modifications on electrical systems associated with batteries, starters, regulators, charging devices, controls, meters, and powered accessories.
- F. Makes modifications or additions to equipment as directed from general instructions and/or sketches.
- G. Repairs, replaces, and performance balances a wide variety of braking and anti-skid systems, utilizing air, hydraulic, or electric servo mechanisms, or combination. This includes drum, disc, and engine retardation systems.
- H. Performs complete overhauls of engines, transmissions, and other major components.
- I. Utilizes advanced techniques and theory to isolate and correct problems in high pressure and extra high pressure hydraulic systems used on heavy equipment, such as cranes, backhoes, bulldozers, aerial man-lifts, and hydraulic excavators.
- J. Diagnoses and corrects steering problems through alignment, wheel balancing, rear wheel tracking, adjustment or replacement of suspension components, steering gear adjustment (power and manual), frame alignment, shock absorbers, control arms, tie rods, bushings, king pins, ball joints, springs, etc.
- K. Works in the Power Generation department and assists the mechanic/operators as directed by the Manager of Operations and Engineering.
- L. Performs all assignments independently in an efficient, safe manner, selecting the best and safest work methods to locate and correct defects and make necessary repairs. Responsible for selecting and safely using proper tools, devices, manuals, references, and the best procedures and techniques. Work must be satisfactory when compared to shop manuals and other shops.
- M. Attends and participates in the Operations department safety meetings and job briefings.
- N. The above items are not intended to be all-inclusive of the essential functions or requirements of this type of work as they may be subject to change based on the operating necessity of the Association.
- O. Performs all other duties as required.

IV. RELATIONSHIPS

All employees are required to comply with all provisions outlined in the KEA Policy Manual and the KEA/IBEW Labor Agreement.

A. Internal

1. Reports to the Manager of Operations and Engineering.
2. Reports to the Manager of Power Generation when assigned to the Power Generation department.
3. Works cooperatively and courteously with fellow employees, supervisors, and the general public to accomplish jobs efficiently and safely.

B. External

1. Contacts may be made within and outside the association, including vendors, suppliers, contract agencies, and local, state, and federal agencies.
2. All employees are required to carry out their duties in a courteous and business-like manner, particularly where the public is concerned.
3. Stays informed of trends and developments, and standard products and equipment techniques in the industry, and maintains membership in professional organization(s) or registration as applicable.

Disclaimer Statement: This position guide has been written to reflect management's assignment of essential functions, and does not constitute a written or implied contract of employment. It does not prescribe or restrict the tasks that may be assigned. KEA reserves the right to revise or change job duties and responsibilities. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. *Note: The Position Specification document is a separate document from this Position Guide, but has been attached to this document for ease in reading.*

KODIAK ELECTRIC ASSOCIATION, INC.

POSITION SPECIFICATIONS

POSITION TITLE: EQUIPMENT MECHANIC

I. EDUCATION/EXPERIENCE

- A. Must have the equivalent of formal documented post-secondary training in the repair and maintenance of heavy equipment and vehicles, and five years experience in the repair and maintenance of medium heavy and light vehicles. Hiring preference will be given to candidates with experience in hydraulics and welding as associated with the fabrication and repair to vehicles and equipment. High school diploma or equivalent required.
- B. Must have a valid Type A CDL Alaska Driver's License with air brake endorsement within 60 days of employment and be insurable under KEA's present insurance rate structure; an annual consent for the release of driving record is required.
- C. Hiring preference **may** be given to applicants who have had the 40-hour hazardous materials training.
- D. Hiring preference **may** be given to applicants with the following certificates: valid first aid card and valid CPR card.

II. SKILLS, ABILITIES AND KNOWLEDGE

- A. Must have strong background in machine work, welding, and hydraulic systems including open and closed center systems, high pressure systems, and pilot operated systems. Must be able to repair and/or overhaul hydraulic pumps and motors including gear, vane, gerotor, fixed and variable displacement piston pumps and motors, and correct and adjust lock valves, counterbalance valves, main relief valves, circuit relief valves and dump valves. Uses the following tools and work equipment in accomplishing the above tasks: electrical arc and gas welding equipment, mechanic tools, and hydraulic test equipment, etc.
- B. Must be able to:
 - 1. Perform the duties of this position in a safe and efficient manner.
 - 2. Read blueprints or drawings of the items to be made or repaired.
 - 3. Picture what the finished product will look like.
 - 4. Use arithmetic or shop geometry to figure amounts of material needed and dimensions to be followed.

5. Measure, cut, or otherwise work on materials or objects with great precision and skillfully use a wide variety of hand tools and machines.
 6. Accept responsibility for the accuracy of the work as it is turned out.
 7. Complete time cards, reports, data tickets, logs, or similar paperwork following prescribed formats as explained by supervisor.
- C. Must have mathematical development sufficient to be able to use practical applications of fractions, percentages, ratios, proportions, or other math skills normally required in mechanical work.
- D. Must have developed language skills to be able to: speak, write, hear, and understand the English language; read newspapers, periodicals, journals, and manuals; courteously, consistently, and accurately communicate with consumers, fellow employees and supervisors.
- E. Must possess basic computer skills, and be able to gather, collate, or classify information about equipment or how other employees operate equipment.
- F. Must have hand tools as normally required of mechanics.

III. OPERATING GUIDELINES

Demonstrates high-level skill in the performance of his/her trade or profession. Understands how the business works and stays current with the changes occurring in both the industry and the personal job. Visibly demonstrates commitment to continual improvement in processes and self-development. Demonstrates an ability to look at the “big picture” for processes rather than an individual task. Understands the costs to do business and views self as a resource in controlling business costs by working efficiently and using cost effective materials and equipment. Understands that value and safety are important aspects of the business. Is a team player working to make the cooperative responsive, proactive, and of value to the community.

IV. WORKING CONDITIONS

- A. Physical Effort and Dexterity
1. Moderate to arduous physical exertion with full use of all limbs and good manual dexterity in fingers, wrists, elbows, and shoulders. Must have full use of hands; position requires sitting, standing, walking, climbing stairs, climbing ladders, balancing, bending, stooping, kneeling, crouching, crawling, reaching, lifting, handling, fingering, feeling, pushing and pulling on heavy wrenches, hearing, seeing, talking, and understanding.
 2. Requires the physical ability to lift, carry, and work with heavy tools and parts, and be able to lift 90 pound loads.

3. Requires ability to hear malfunctioning equipment and radios.
4. Requires ability to see and recognize equipment problems, and have corrected vision to 20/40 in one eye.
5. Requires ability to operate a wide variety of large and small trucks, tensioner, puller, digger derrick and other special equipment.
6. Requires ability to report and/or carry out a prescribed action in relation to information.
7. Requires ability to talk with and/or signal people to convey or exchange information, including giving assignments and/or directions to helpers or crew members.
8. Requires ability to utilize precision working. Exercises considerable judgment, and selects, uses, and adjusts body members, tools, or work aids to work, move, guide, or place objects or materials.

B. Environmental Conditions

1. Exposure is required to oils, paints, solvents, fuel, and industrial cleaners, and work on system parts that are dirty, oily, or greasy with frequent exposure to the possibility of receiving burns and skin irritations from acid, fluids, and lubricants.
2. Performs inside and outside work with frequent exposure to irritation or discomfort from dust, heat, fumes and hard damp floors or ground. Inside work includes frequent exposure to drafts, changing temperatures, noise that is difficult to talk above, and occasional work in confined spaces. Outside work may include inclement weather such as mud, snow, ice, or wet areas.
3. Follows prescribed safety practices and use safety equipment such as protective ear devices, hard hats, and protective clothing.
4. Position may require travel throughout the service area. Must be able to fly as a passenger in fixed wing and helicopters; be able to board and ride in boats. May be required to snowshoe to reach the work location.

C. Overtime Requirements

All KEA hourly employees are expected to work widely-varying amounts of unscheduled overtime during power restoration activities or scheduled overtime required to accomplish special projects. Such overtime could range from working

a normal eight (8) hour work day to a sixteen (16) hour scheduled work day during engine overhauls. Employees will be compensated at appropriate rates for such time worked as specified in the KEA/IBEW Labor Agreement.

Note: Complete achievement of certain of the above specifications may not be required if, in the opinion of the KEA hiring supervisor, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.