

Wheatland Electric is looking for a detail-oriented person to fill the Vehicle Maintenance Coordinator position at our Garden City office. This is a full-time position. The job description follows.

If qualified and interested in this position, email cover letter and resume to resumes@weci.net. Please put Vehicle Maintenance Coordinator in the subject line.

PURPOSE OF POSITION: To ensure effective and efficient maintenance and repair on assigned fleet and facilities.

ESSENTIAL FUNCTIONS:

- a) Performs basic periodic maintenance and repair on vehicles and related equipment to ensure safe operations and extended service. Coordinates scheduled maintenance and major repairs with outside repair vendors.
- b) In coordination with the district manager, maintains a reasonable inventory of parts and supplies to ensure prompt repair and to reduce down time.
- c) Provides input and recommendations to the District Manager on all fleet vehicle purchases after reviewing proposed specs from the vendor. Also assists with the equipment and facilities budget annually.
- d) Verifies newly Commercial Driver's License (CDL) qualified employees can properly operate the Cooperative's commercial vehicles in accordance with regulations by taking them on a simple driving test.
- e) Maintains shop area in a neat and orderly fashion to ensure a safe work environment.
- f) Enters new chemicals into the Material Safety Data Sheets (MSDS) online library and verifies that current entries are correct.
- g) Maintenance of grounds and facilities as assigned.
- h) Assist line crew or substation personnel by hauling poles, materials, and transporting large equipment using a commercial vehicle.
- i) Participates in safety meetings and training programs as required.
- j) Be in possession of, and have the ability to maintain, a valid Class A Commercial Driver's License, with no restrictions, to allow for driving Cooperative vehicles to various Cooperative properties, conferences, and training opportunities.

MINIMUM JOB SPECIFICATIONS

- **EDUCATION AND EXPERIENCE:** High School diploma or equivalent required. Graduation from vocational/technical school with specific training in general mechanics, hydraulic and electric systems, and welding experience preferred. Class A Commercial Driver's License with no restrictions is required.
- **SKILLS AND ABILITIES**

Required

- a) Typing Skills – Fine finger dexterity and the ability to type quickly and accurately to create correspondence.
- b) Computer Skills – The ability to use a computer and its corresponding accessories including a mouse, keyboard and monitor. This also includes the ability to learn new software as needed.
- c) Microsoft Office Suite – Basic knowledge of Word, Excel, and Outlook.
- d) Communication – Communicating effectively in writing as appropriate for the needs of the audience. This includes using proper grammar and punctuation. The ability to verbally convey information to others in a way they can understand. This includes the ability to tailor your communication style to a wide variety of individuals inside and outside of the Cooperative. The ability to listen and interpret what individuals are asking/telling you.
- e) Member Service – Knowledge of principles and processes for providing exceptional member service.
- f) Confidentiality – The ability to maintain confidential Cooperative information.
- g) Research Skills – The ability to research laws and regulations using a wide variety of sources including (but not limited to) the internet and government publications.
- h) Knowledge of Regulations – The ability to interpret CDL, DOT, and MSDS regulations as they relate to the Cooperative.
- i) Interpretation of Vehicle Purchasing Proposals – The ability to read and interpret vehicle purchase proposals.
- j) Budgeting Skills – The ability to project annual costs for equipment and facilities maintenance.
- k) Tool Use – Knowledge of the proper and safe use of the tools and equipment used in the basic maintenance of facilities and vehicles.
- l) Heavy Equipment Operation – Ability to operate an overhead hoist, forklift, skid loader, tractor, and tractor trailer.
- m) Organization – The ability to keep files, schedules and projects organized.
- n) Detail Oriented – The ability to pay attention to details.
- o) Time Management – Managing one's own time.
- p) Mathematics – Using mathematics to solve problems.
- q) Ability to pass pre-employment drug test. Also have the ability to pass ongoing random drug and alcohol testing.
- r) Ability to pass a background check.

Preferred

- a) Basic Mechanical and Electrical Skills – The ability to make repairs and adjustments to equipment using the appropriate tools. Basic knowledge of general mechanics, hydraulic systems and electric systems, and how to perform basic repairs on them.
- b) Welding Skills – Ability to use an arc welder.
- c) Adobe Acrobat – Ability to use Adobe Acrobat to scan documents into PDF form.
- d) First Aid and CPR – Be certified, or have the ability to become certified, in First Aid and CPR, and perform it effectively.

WORKING CONDITIONS

- **WORKING RELATIONSHIPS:** Reports to the District Manager. Works with employees, members, and vendors.
- **WORK ENVIRONMENT:** Normally works in a garage environment, occasionally works outdoors in extreme temperatures (-20 to 110 degrees F), in ice, snow, rain, sun, high humidity, dust, dirt, etc. Often experiences extreme noise, vehicular traffic, and slippery floors. Occasionally works with materials and chemicals which must be handled according to manufacturer's specifications to avoid harmful effects.
- **PHYSICAL DEMANDS:** The position will require fine-finger dexterity, long periods of sitting, repetitive motion, and prolonged viewing and use of computer, monitor, keyboard, and mouse. It will also require some talking, listening, standing, walking (ability to walk over uneven terrain), reaching, pushing, pulling, and lifting up to 50 lbs., driving and/or traveling, bending, stooping, squatting, lifting, twisting, balancing, kneeling, climbing (up to 20 feet), crawling, and working in awkward positions to service equipment.

EQUIPMENT AND MACHINERY USED: The position will require the knowledge and use of a desktop computer, cell phones, calculators, scanners, copiers, printers, and network telephone systems. It will require the use of basic tools and it will also require the use heavy equipment such as a forklift, skid loader, tractor, and tractor trailer.

POSITION TYPE: The position is full-time and employees are expected to work 8 hours per day, during normal business hours, with intermittent overtime (to include Holidays, evenings, and weekends) required with or without notice.

TRAVEL: The position requires the Vehicle Maintenance Coordinator to travel to Cooperative properties and vendor locations periodically throughout the year. Some traveling will also be required to attend training. Some overnight travel will be required.

ADDITIONAL DUTIES: Additional duties and responsibilities may be assigned or added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

Wheatland Electric is E.O.E.