




Your Touchstone Energy® Partner 

September 5, 2023

**NOTICE OF EXTERNAL JOB VACANCY**

**MECHANIC I (ENTRY LEVEL) – OPERATIONS DEPT.**

*(See attached position description for specific responsibilities.)*

**Requirements:**

- A. High School Diploma / GED
- B. Technical Degree in Auto Mechanics Preferred
- C. Minimum of three years related work experience
- D. Minimum age of 18
- E. Residency requirement within cooperative service area
- F. Possess a SC CDL or successfully obtain one within 6 months of transfer
- G. Possess SC Driver's License if no CDL.
- H. DOT Physical & Drug Test

**Deadline to apply: Tuesday, October 31, 2023 at 5:00 p.m.**

**“It is the policy of Fairfield Electric Cooperative to ensure that the spirit and intent of Equal Employment Opportunity and Affirmative Action are practiced in all aspects of our personnel actions. Personnel actions are taken without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, or family / parental status. We encourage and expect the full cooperation of all levels of employees and management in this area.”**

**USDA - This institution is an equal opportunity provider and employer.**

**FAIRFIELD ELECTRIC COOPERATIVE, INC.**  
**BLYTHEWOOD, SC**

**POSITION DESCRIPTION**  
**MECHANIC I**  
**OPERATIONS DEPT.**  
**2022**

I. POSITION SUMMARY:

To assist the cooperative's mechanic in the repair of the company equipment in a safe, timely, cost effective and practical manner.

II. RESPONSIBILITIES:

- A. Read precision instruments such as micrometers, dial indicators, bore gauges, voltmeters, digital multi-meters, calibrators, and other electronic diagnostic tools.
- B. Apply knowledge of DOT, EPA, ICC and OSHA rules and regulations.
- C. Complete all paperwork and records in an accurate and timely manner.
- D. Maintain an adequate amount of hand tools to accomplish daily work.
- E. Assist with the restoration of electric service to customers as directed.
- F. Assist with the cooperative's annual meeting and perform other duties as needed or assigned by management.
- G. Perform routine lubrication and associated servicing of cooperative vehicles, trailers and equipment.
- H. Clean equipment and parts in preparation for repairs.
- I. Order parts for delivery from local parts suppliers.
- J. Assist other fleet technicians in repairs as requested.
- K. Perform housekeeping duties in the shop.
- L. Assist in repairing vehicles and equipment disabled in the field.
- M. Perform minor repairs to light-duty trucks, cars, and equipment.
- N. Dismount, repair, and mount tires.
- O. Transport trucks, equipment and trailers for repair.

### III. PHYSICAL AND MENTAL REQUIREMENTS:

The employee must be able to do the following:

- A. Move, operate, lift and store specialized equipment to include, but not limited to, welding equipment, hand tools, shop machines and power tools.
- B. Complete repairs that may require bending, twisting, climbing, squatting, crouching, and balancing.
- C. Accomplish specialized, detail work required in some repair and diagnostic assignment.
- D. Accurately read gauges and dials.
- E. Exit and enter the vehicle's cab, which is generally 36 to 66 inches from ground level. Exit and entry are made with the assistance of various configurations of steps and handholds.
- F. Spend 50% of the day standing and 50% of the day walking on surfaces such as concrete, wood, and metal.
- G. Regularly lift, push, pull and/or move up to 100 pounds without mechanical aid.
- H. Specific vision abilities to include close vision, depth perception, and focus adjustment.

### IV. EDUCATION, EXPERIENCE, AND REQUIREMENTS:

- A. The applicant should have a High School Diploma or GED, a technical degree in auto mechanics, and a minimum of three years related work experience or any equivalent combination of education and experience.
- B. Areas of Experience

The employee must have experience in, knowledge of, understanding and application of the following:

1. Truck repair, body and frame experience.
2. Working knowledge of most systems located on cooperative's vehicles and equipment.
3. Fuel, gas, and diesel systems,
4. Electric and hydraulic troubleshooting and repair,
5. Safety practices related to this position,
6. Proper handling of hazardous materials

C. Other Requirements:

The employee must meet the following requirements:

1. Be 18 years of age or older.
2. Meet the cooperative's general residency requirement or more restrictive as specified on the job posting.
3. Have a SC Driver's License with a maximum of four points.
4. Currently have a CDL Drivers' License or be able to successfully obtain one within 6 months of employment.
5. Be able to successfully complete a DOT physical, drug test, and random tests.
6. Currently have certification in American Red Cross / CPR or be able to successfully complete the course within 6 months of employment.

**Notice: All of the essential functions listed for this position do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of any given position may change or be temporarily altered based on the business needs of Fairfield Electric Cooperative, Inc. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.**

**Notice: All requirements are subject to possible modification to reasonable accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others.**