

BUFFALO LAKE P&R DISTRICT MARQUETTE COUNTY WISCONSIN

JOB DESCRIPTION: Mechanic

REPORTS TO: Harvesting Supervisor

POSITION SUMMARY: The Mechanic is responsible for repairs and upkeep of the weed harvester equipment and all other support equipment.

KEY ACCOUNTABILITES:

1. Keep a log of all repairs and maintenance performed on all equipment on a daily basis.
2. Responsible for regular maintenance and repair service on lake district equipment, ensuring coordination with the Harvesting Supervisor that necessary parts are ordered on a timely basis.
3. Conduct an end of season inspection report of all equipment with the Harvesting Supervisor & Harvesting Chairman.
4. Shall receive and obey orders and direction from the Harvesting Supervisor.
5. Provide assistance to other employees as needed.
6. Ability to perform the duties and responsibilities as outlined are completed in a safe, efficient manner.
7. Other duties as assigned.

Note: The above statements are intended to describe the general nature and level of work being performed by the holder of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

EDUCATION AND EXPERIENCE

1. Completion of Grade 12 or equivalent GED.
2. Mechanical, hydraulic and general repair knowledge required.
3. Welding experience would be a plus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of hydraulics, welding, mechanics and general repairs.
2. Good communication skills with the ability to communicate effectively in written and verbal form.
3. Ability to work in fast paced environment with minimal supervision.
4. Ability to perform the duties and responsibilities as outlined are completed in a safe, efficient manner
5. Possess valid motor vehicle driver's license.
6. Ability to maintain lake district equipment.

WORKING CONDITIONS

1. Majority of work performed will be in outdoor conditions.
2. Work schedule:
Precutting season to prepare all equipment for operation.
During season to be on an as needed basis.
Post cutting season to remove, evaluate, and prepare all equipment for storage.
3. Ability to lift and/or carry up to 50 lbs.

SIGNATURES

Employee _____ Approved by _____ Date _____

Printed Name

Printed Name