

POSITION DESCRIPTION

For

Mechanic

Clark Energy Cooperative
Winchester, Kentucky

About Clark Energy Cooperative

Clark Energy Cooperative is a not-for-profit electric utility serving more than 27,000 members across east-central Kentucky. Established in 1938 and owned by the members it serves, Clark Energy is committed to providing safe, reliable, and affordable electricity to homes, farms, and businesses. With approximately 60 employees across three locations, our team takes pride in delivering excellent customer service and supporting the communities where we live and work.

OBJECTIVE

The position of Mechanic was established to support the Cooperative's mission by ensuring the safe, reliable, and efficient operation of all Cooperative vehicles and equipment. This position carries specific operational responsibilities that are delegated to a qualified and well-trained individual whose technical expertise, knowledge, and performance contribute directly to the achievement of the Cooperative's goals.

The Mechanic is responsible for planning, performing, and coordinating preventive maintenance, inspections, and repairs on all Cooperative vehicles and related equipment to promote efficient and dependable service to the membership. This position also supports the prudent use of the Cooperative's financial resources through the cost-effective procurement of parts, tools, and supplies, while maintaining high standards of safety, reliability, and operational readiness.

RESPONSIBILITIES AND AUTHORITIES

Assumes and has responsibility for results from the activities in the following functional areas:

- Perform mechanical maintenance and repair duties using employee-furnished hand tools and Cooperative-provided equipment.
- Maintain responsibility for the security, maintenance, and safe operation of the garage and shop areas.
- Follow all Cooperative policies, safety procedures, and applicable regulations while performing assigned duties.
- Maintain a clean, professional appearance that reflects positively on the Cooperative.

- Keep the shop, work areas, tools, and equipment clean, organized, and in safe working condition.
- Purchase parts, materials, tools, and supplies as directed, or independently when consistent with established purchasing practices and budget guidelines.
- Coordinate with vendors, suppliers, and service providers to obtain parts, services, warranties, quotations, and technical support as necessary.
- Prepare and maintain vehicle maintenance records, repair documentation, transportation cost reports, and other related records as required.
- Conduct safety inspections of vehicles, equipment, and tools to ensure compliance with Cooperative safety standards and regulatory requirements.
- Operate Cooperative vehicles and equipment as required in the performance of assigned duties.
- Maintain a valid driver's license and remain eligible to operate Cooperative vehicles in accordance with Cooperative insurance and driving requirements.
- Complete all required training, certifications, and continuing education programs as assigned.
- Participate actively in the Cooperative's safety program, including training, meetings, and compliance initiatives.
- Respond to vehicle and equipment breakdowns, emergency repairs, and after-hours trouble calls as required.
- Assist the Warehouse Supervisor with warehouse operations and related tasks as directed.
- Assist with physical inventory counts and related inventory management activities as assigned.
- Assist with building and grounds maintenance activities as directed.
- Attend and participate in the Cooperative's Annual Meeting and other employee meetings as required.
- Perform other duties and responsibilities as assigned to support the Cooperative's operations and strategic objectives.

REPORTING RELATIONSHIPS

- Reports to: VP of Operation
- Supervises: None

OTHER RELATIONSHIPS

INTERNAL

- Engineering Department: Coordinate and exchange information regarding needed repairs, maintenance projects, and service requests.

- Operations Department: Communicate and coordinate maintenance needs, receive work instructions, and assist as directed during outage restoration activities and emergencies.

EXTERNAL

- Subsidiary Corporations: Exchange information regarding equipment maintenance, repairs, and operational needs.
- Vendors and Suppliers: Coordinate with vendors and suppliers to obtain quotes, purchase parts, materials, tools, and other supplies as authorized.
- General Public and Cooperative Members: Maintain professional and courteous interactions that promote a positive image of the Cooperative and provide excellent customer service when representing the organization.

POSITION SPECIFICATIONS & REQUIREMENTS

Schedule:

- Typical Schedule: This position generally follows a 4/10 schedule, working Monday through Thursday from 7:00 AM to 5:30 PM.
- Flexibility: Work hours may occasionally be adjusted to meet business operational needs, including coverage during high-demand periods, holiday weeks, or special circumstances.

Education, Training, & Certifications:

- High school diploma, GED, or equivalent required.
- 2+ years of training in hydraulics, electrical systems, general mechanics is required from an accredited vocational school or equivalent.

Experience:

- 3+ years of relevant experience.
- Experience working with electric utility vehicles is preferred.

Job Knowledge:

- Must have knowledge of DOT regulations, mechanical repair and maintenance, hydraulic systems, record keeping, and the ability to operate all cooperative vehicles.

Abilities and Skills:

- Ability to diagnose, repair, and maintain vehicles and equipment; use mechanical tools and equipment safely and effectively; read and interpret technical

information; maintain accurate records; coordinate with vendors and coworkers; follow safety procedures; maintain a clean and organized shop; complete required training; and communicate professionally while supporting Cooperative operations and promoting a positive image of the Cooperative.

Physical Requirements and Working Conditions:

- The employee must be able to perform physically demanding work, including standing, walking, bending, stooping, kneeling, climbing, reaching, lifting, carrying, pushing, and pulling materials, tools, and equipment. The employee must be able to lift and carry up to 100 pounds and possess the strength, endurance, mobility, and manual dexterity necessary to safely perform maintenance and repair work on vehicles, equipment, and facilities.
- Work is performed primarily in a garage and maintenance shop environment with limited heating and no air conditioning, as well as outdoors in varying weather conditions. The employee may be exposed to heat, cold, humidity, rain, snow, mud, noise, vibration, grease, oils, fuels, chemicals, dust, and moving machinery. The employee is required to work during storms, emergencies, outage restoration efforts, and other adverse conditions to ensure utility vehicles and equipment remain operational in support of Cooperative operations. Appropriate personal protective equipment (PPE) must be worn, and all Cooperative safety rules and procedures must be followed. Overtime, after-hours work, and on-call availability may be required.

Equal Opportunity Employer

Clark Energy Cooperative is an Equal Opportunity Employer and is committed to maintaining a workplace free from discrimination and harassment. All employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local laws.

Clark Energy Cooperative is also committed to providing reasonable accommodations to qualified individuals with disabilities and to employees with sincerely held religious beliefs, in accordance with applicable laws. Applicants who require an accommodation during the application or interview process should contact the Human Resources Department.

Work Location: In person