

ROOSEVELT IRRIGATION DISTRICT

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SUPERINTENDENTS
DONOVAN L. NEESE

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| Job Title: Shop Assistant | Reports to: Operations Manager |
| Department: Maintenance | Revision Date: 10/8/2020 |

Position Overview

This is an at-will position of Shop Assistant working with both heavy and light equipment. Position requires a conscientious, hard worker who is willing to learn and take direction. Duties will include assisting mechanics in all manner of fleet maintenance.

Essential Job Functions

The duties of this position includes but is not limited to, the following functions:

- Cleaning the shop and facilities
- Organizing parts and tools
- Light construction may be necessary
- Transferring vehicles and equipment for service
- Picking up equipment, parts and vehicles
- Assisting with tire repairs, brake replacements and other vehicle servicing
- Assisting mechanics with equipment repairs on a variety of vehicles and equipment

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A high school diploma or equivalent is preferred for this position. No previous experience is required.

Desirable Knowledge, Skills & Experience

- Basic mechanical knowledge of vehicle and equipment maintenance, repair, service, operation and overhaul preferred.
- Experience in welding and fabricating with various metals and methods preferred.
- Commerical Driver's License with tank endorsement preferred.

Other Job Functions

DRIVING REQUIREMENTS

Ability to operate vehicles and equipment up to and including trucks, dump trucks, crew truck, backhoes and other equipment as necessary (dependent on certification & licensing requirements). Driving could accommodate 100% of the workday from time to time. It will be primarily along paved surface streets, with some driving on

unimproved roads or canal roads. Occasional night driving may occur. Daily inspections are required, and any operation of mechanical equipment or large fleet vehicles requires documenting the inspection into the daily inspection book.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and technical documents. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers or other employees of the District.

MATHEMATICAL SKILLS

Ability to perform simple algebra, including addition, subtraction, multiplication and division.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in varied situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to vibration. While performing the duties of this job, the employee is regularly exposed to moving mechanical equipment/parts, fumes or airborne particles and outside weather conditions. Outside weather conditions include frequent sunshine and occasional rain, wind and/or hot/cold weather. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; and vibration. The noise level in the work environment is moderate to high. The employee is occasionally exposed to wet and/or muddy and risk of electrical shock. The work environment varies frequently in location and type; including working around water. This may include working at night.

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| <p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p> |
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