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## JOB ANNOUNCEMENT

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### **Mechanic I** **(Full-Time, Year-Round, Non-Exempt)**

#### **Description**

The Incline Village General Improvement District is accepting applications for a **Mechanic I** to perform a variety of journeyman level tasks under lead mechanic supervision. Maintains, repairs and overhauls vehicles, and a variety of specialty and miscellaneous equipment at all District repair facilities. This is a bargaining unit eligible position.

#### **Position Responsibilities** *(this list is not all inclusive of job duties and responsibilities).*

Provides excellent customer service to internal and external partners. Performs preventive maintenance and repairs according to manufacturer's guidelines on a variety of vehicles, construction equipment, specialty and miscellaneous equipment and tools within primary area of responsibility. Ski Resort equipment includes snowcats, snowmobiles, construction equipment, vehicles and miscellaneous equipment. Golf Course equipment includes mowers, tractors, vehicles and specialized turf care equipment. Vehicle Shop equipment includes service trucks, heavy trucks, construction equipment, stationary and mobile power generation units, and miscellaneous equipment. Under limited supervision, performs major repairs and overhauls on tools and all types of gasoline and diesel engines, gear boxes, differentials, transmissions, hydraulic, hydrostatic and track equipment. Performs welding repairs and metal fabrication by using both arc and oxyacetylene welding equipment and basic machine shop tools and equipment. May be required to operate a variety of vehicles and equipment including backhoes, loaders, crawlers, snowcats, snowmobiles, dump trucks, sewer line cleaners, miscellaneous equipment and service trucks as needed to diagnose problems and check performance. Operates computerized fleet maintenance program for equipment management and recordkeeping system for tracking equipment/vehicle repair history, maintenance costs and parts inventory control. Responds to emergency callouts as needed. Cross trains at all Fleet Maintenance Division satellite repair facilities and may rotate among shops as required by individual shop workloads. Helps maintain inventory of parts and supplies for vehicles and equipment through computerized fleet management software program; utilizes computerized system to generate purchase orders and orders new quantities and specific replacement parts as required. Provides input for the annual operating budget for assigned area of responsibility; participates in monitoring and controlling operating expenses. Maintains a clean, organized and safe work area; follows safety rules and guidelines. Assists with vehicle and equipment operator orientation and training. Performs a variety of miscellaneous tasks and repairs as required to maintain efficient and effective operation of the Fleet Maintenance Division. Participates in development and implementation of goals, objectives, policies and priorities for the Fleet Maintenance Division as well as for assigned area of responsibility. Accepts and conforms to work schedule for assigned repair facility, including weekends and holidays; works overtime as assigned.

#### **Qualifications**

##### **Education and/or Experience**

Completion of two-year mechanic trade school or equivalent mechanic certification or two years related experience encompassing direct experience in repair and maintenance on a variety of equipment; or equivalent combination of education and experience.

##### **Other Skills or Abilities**

Good customer service, organizational and recordkeeping skills. Very good troubleshooting and diagnostic skills. Basic math and computer skills for Word, Excel and data base applications. Able to work independently and operate heavy equipment. Work in adverse weather conditions. Accept and conform to a work schedule which includes evenings, weekends and holidays, and overtime as assigned.

Valid Driver's License. This position has been identified as a Safety Sensitive position and subject to random drug and alcohol testing. Automotive Service Excellence (ASE) certifications are helpful. Read, analyze and interpret general business periodicals, technical procedures, operating manuals, diagrams and equipment specifications. Communicate effectively (in-person/written) when presenting information and responding to questions from employees, managers, suppliers, and customers. Able to lift and/or move 50 to 100 pounds.

(OVER)

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**Compensation**

Rate\* \$28.47 - \$39.86 per hour depending on experience. This position receives a fantastic benefit package including: medical, dental, vision, short and long term disability, Pension Plan, 457 Deferred Comp Plan, Section 125 Flex Plan, vacation and sick leave, holiday pay, food discounts and recreation privileges at District facilities.

**Application Filing Date**

Applicants should submit an IVGID application to the Human Resources Department at 893 Southwood Boulevard, Incline Village, NV 89451, or go online to [www.yourtahoeplace.com/jobs](http://www.yourtahoeplace.com/jobs), to create a profile and submit an application. This position is OPEN UNTIL FILLED.

*\*rate listed above includes minimum to maximum of range.*

02/07/22 Posted    EOE

*Job Description available from HR*

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