

FLEET MANAGEMENT ASSISTANT
HOUSTON COUNTY ELECTRIC COOPERATIVE, INC. - CROCKETT, TX
Position Responsibility Guide

1 POSITION FUNCTION SUMMARY:

Assist fleet manager maintaining all cooperative vehicles, including hydraulic and industrial equipment, in proper working condition based on applicable regulations to ensure safety of cooperative employees.

2 PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES:

This general overview only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Within the limits of approved board policies, operating guides and procedures the Fleet Maintenance Assistant assumes responsibility for the following activities:

- (a) Assist fleet manager in diagnosing and repairing all fleet vehicles
- (b) Perform light/commercial vehicle tire repair and installation; oil changes; brake jobs
- (c) Purchases automotive and equipment parts and supplies and inventory items.
- (d) Assists with coordinating vehicles repaired by outside maintenance shops
- (e) General mowing and grounds keeping.
- (f) Respond to call-outs involving vehicle problems
- (g) Maintains work equipment and areas in a clean and orderly condition.
- (h) Observes safety rules and regulatory requirements to ensure safety of equipment.

3 EDUCATION AND EXPERIENCE

High school diploma or equivalent required. Two years of shop or maintenance experience is desired.

4 KNOWLEDGE, SKILLS AND ABILITIES

Mechanical skills are required. **Must have a Commercial Driver's license.** Ability to operate a personal computer using Microsoft applications is required. Ability to operate machinery and equipment.

5 PERSONAL CHARACTERISTICS

Personal characteristics to include: a team player, high integrity, good personal habits, regular work attendance, attention to detail, courteous and friendly, able to work well with diverse groups of people, and gain and maintain respect of others, both inside and outside the Cooperative.

6 REPORTING RELATIONSHIPS

The Maintenance Assistant will report to the Fleet Manager. The Maintenance Assistant has no supervisory authority within the department. The Maintenance Assistant may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Fleet Manager or other HCEC Managers.

7 POSITION SPECIFICATIONS

Fair Labor Standards Act Provisions

This position is non-exempt under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

8 WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Inside and outside work in all kinds of weather. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Considerable time spent working while standing on concrete floors. Overtime required. Must be available for work after normal office hours. Must live within 30 miles of cooperative headquarters.

Some heavy lifting required. Lifting and reaching above shoulders required. Heavy work requiring exertion of up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Lifting and carrying of 10 to 50 pounds occasionally. Reaching and lifting overhead is required. Job requires standing, climbing, bending, pulling and reaching majority of the time. Exposure to mechanical hazards and operation machinery. Safety equipment required.