

IOWA STATE FAIR AUTHORITY JOB DESCRIPTION

POSITION: MECHANIC

TYPE OF POSITION: FULL TIME

HOURS OF WORK: HOURS VARY

NAME OF IMMEDIATE SUPERVISOR: FRANK ROBEY

WORK DUTIES: TIME %

50% Maintenance to vehicles and equipment belonging to the Iowa State Fair.

- Build a maintenance plan for scheduling service and inspections of all Iowa State Fair owned vehicles and equipment.
- All items noted for checking during scheduled maintenance and or maintenance work orders are given attention and any needed repairs are made and recorded.
- Maintain and repair Iowa State Fair equipment to include, but not limited to: automobiles, trucks, tractors, loaders, motor graders, snow moving equipment, lawn mowing equipment, chain saws, string trimmers, forklifts, floor scrubbers, floor sweepers, boom lifts, scissor lifts, various small engines both, two cycle and four cycle.
- All work is done within an acceptable time frame with the finished product being of a quality that is consistent with the trade.
- Advise in all possible options when choosing a plan of action concerning the mechanic shop and any repairs associated.
- Ability to weld, fabricate parts and modify equipment as needed.
- Assures all equipment meets OSHA standards, and that all repairs and modifications are done in accordance with operational specifications and safety standards.

20% Instruct semi-skilled and unskilled helpers and oversee work in progress.

- Schedules the work of those assigned to help with various projects, assuring that the work is done on time and in a workman like manner.
- Check on work in progress and completed work insuring that quality is maintained.
- Train and instruct others in the work unit so that work is properly done.

15% Maintain the tools and equipment as needed for the safe operation of the Mechanics shop.

- Shop is kept clean and orderly.

- Stationary and portable tools and equipment are maintained and kept in good working order.
- Insures that safety operating procedures are followed by anyone working in the shop, and that all safety equipment, i.e. fire extinguishers, eye wash equipment and first aid supplies is complete and in good working order.
- Order parts and materials not commonly used when needed, keep commonly used parts and materials in stock.

15% Assist as needed in other maintenance department work.

- Work cohesively with supervisor and other maintenance personnel to insure that the best use of time and material is made.
- Work outside of the mechanic shop as needed.

MINIMUM QUALIFICATION REQUIREMENTS:

- Three years of fulltime work experience in automotive, heavy equipment and or small engine repair.
- A total of three years of education and or fulltime experience in automotive, heavy equipment and or small engine repair.

ESSENTIAL FUNCTIONS: 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. Ability to read, have a valid driver license, operate hand power tools such as saws, drills, grinders, impact wrenches etc. Routinely handle 50lb load, work outdoors and wear a respirator. While performing the duties of this job, the employee is regularly required to stand, walk and sit, use their hands to finger, handle and maneuver or feel objects, parts, tools and controls. They must reach with their hands and arms: climb or balance themselves; stoop, kneel, crouch, or crawl; be able to talk and hear. Vision requirements are that the employee must see well, either naturally or with correction, and must have good peripheral vision. The employee must be able to hear well either naturally or with correction.

The job also requires these essential functions:

- Displays high standards of ethical conduct. Exhibits honest and integrity. Refrains from theft-related, dishonest or unethical behavior.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Responds appropriately to supervision and provides supervision when called. Makes an effort to follow policy and cooperate with supervisors.
- Encourages and facilitates cooperation, pride, trust, and group identity.

THE WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee frequently works near machinery. The employee is frequently exposed to wet, hot, cold and or humid conditions and rough terrain. The employee will frequently be working outside or in a building. The noise level in the working environment may be very loud.