

**KENNEWICK IRRIGATION DISTRICT
JOB DESCRIPTION**

SHOPHAND/MECHANIC'S ASSISTANT

REPORTS TO: Assistant Operations/Maintenance Manager
DATE: April 2015
CLASSIFICATION: Union, non-exempt, temporary position requiring less than five months of 70 or more hours of compensated employment per month during a 12-month period.

SPECIFIC RESPONSIBILITIES:

Directly supports the Assistant Operations/Maintenance Manager with District operations and maintenance activities assisting with repair and general maintenance of District vehicles and heavy equipment, assists with steel fabrication, assists with general shop maintenance and preparing and painting District vehicles, equipment, and facilities as needed. Work is performed with general oral and/or written instruction and with supervision.

ESSENTIAL DUTIES:

1. Assist with repairing District vehicles and heavy equipment.
2. Assist with performing routine maintenance such as lubrications, filters, bulbs, and belts.
3. Assist with service and repair of brake systems.
4. Frequently use a variety of power tools such as gas cutting torches, welders, impact wrenches, compressors, reciprocating saws, and other general power tools as necessary.
5. Assist with ensuring shop is maintained in a clean, neat and orderly state.
6. Assist with ensuring shop surrounding area grounds are maintained free of weeds, debris and is neat and orderly.
7. Steel fabrication and repair.
8. Preparing surfaces for Painting.
9. Painting.
10. Assist with bodywork on vehicles.
11. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Proper use of personal protective equipment.
2. Metal fabrication and repair.
3. Painting methods (spray, roller, etc.) for different products (latex, epoxy, urethane, etc.).

Skills and Ability to:

1. Maintain records and reports.
2. Communicate effectively in writing with legible handwriting.
3. Communicate effectively orally on the telephone and two way radio.
4. Perform the physical requirements of the job.
5. Ability to lift and carry up to 80 lbs.
6. Establish and maintain effective working relationships with fellow employees.

WORKING CONDITIONS:

1. This position is normally shop work with some field work as required.
2. Exposure to petroleum products, extremes of weather, raw water, mud and/or dust at work sites, street traffic, equipment and other loud noises and pesticides.

Job Analysis

| | N | S | O | F | C | Notes |
|--------------------------------------|---|---|---|---|---|---|
| Climbing | | | | X | | Over pipes, down/up metal or wood stairs |
| Balancing | | | | | X | On uneven ground, on ladder |
| Stooping/Bending | | | | | X | On uneven ground; check meter reads, adjusting pumps/installing pumps/checking pump performance |
| Twisting Squatting/Kneeling | | | | | X | On uneven ground, paved/unpaved |
| Crawling | | | | X | | Over under pipes, motors, piping |
| Foot Controls | | | X | | | Vehicle, equipment |
| Lifting | | | | X | | Vault lids, small motors, hoses, inventory |
| Reaching Forward | | | | X | | Open door, adjusting motors; stocking. |
| Reaching Level | | | | X | | Cleaning equipment |
| Reaching Below Waist | | | X | | | Work on meter in meter box, close valve; pulling weeds off weed screens |
| Reaching Above Shoulder | | | X | | | Priming Pumps; Changing light bulb; |
| Handle/Grasp | | | | | X | Pitch fork; small hand tools |
| Fine Finger Manipulation | | | | | X | Tools, steering wheel, parts |
| Hand Controls | | X | | | | Vehicle/backhoe, |
| Repetitive Motion | | | | X | | Body Part: Cycles/hr |
| Vibratory Tasks | | | X | | | Vibration of power/hand tools |
| Pulling | | | | X | | Cleaning weed screens |
| Talking | | X | | | | With customers, peers |
| Hearing | | | | | X | With customers, peers |
| Visual | | | | | X | Light, dark, twilight, inside/outside; peering in; checking mirrors; looking for hazards |
| Environmental Conditions | | | | | X | In heat, cold, rain, snow, wind, light, dark |
| Exposure to Weather | | | | | X | Position works outside |
| Extreme Cold | | | | | X | Capital improvement projects |
| Extreme Heat | | | | X | | |
| Wet and or Humidity | | | X | | | Outside position |
| Proximity to moving mechanical parts | | | | X | | Amon Pump; other pumps, motorized weed screens |
| Noise Intensity – Loud | | | X | | | |
| Exposure to Heights | | | X | | | |
| Exposure to Electricity | | X | | | | |
| Exposure to Toxic/Caustic Chemicals | | | X | | | Need to be aware when chemical applications are made to canals |
| Exposure to Radiation | X | | | | | |
| Other | | | | | | |

Key:

N = Never

S = Seldom

O = Occasional

F = Frequent


C = Constant

LICENSES/CERTIFICATES:

1. Basic First Aid Certificate.

REQUIREMENTS:

1. High School diploma or equivalent.

Approved: 
Charles Freeman, District Manager

Date: April 6, 2015

Date Board confirmed: May 5, 2015