

Employer Information

Organization Name: Five Star Cooperative

About Our Organization: Five Star Cooperative is an agricultural cooperative providing agricultural products and services to its member owners and customers.

Job Description

Job Title: Mechanic

Hours/Week: 40 hours per week with more hours required as needed

FLSA Status: Non-Exempt Full Time

Reports To: Shop Supervisor

Work Location: Primarily based out of New Hampton, IA supporting our fleet vehicles and equipment for our various locations in Northeast and North Central Iowa.

Job Objectives

To provide maintenance support to a fleet of vehicles and equipment with specific responsibility for identifying and performing repairs and preventative maintenance. Fleet consists of semi tractors, trailers, tender trucks, pickups, and other vehicles and equipment as required.

Completion of repair projects must be in accordance with DOT standards and other standards.

Candidate must be able to diagnose and perform full range of repairs, installations, routine maintenance, and modifications to equipment typically used to haul grain, feed, and petroleum; agronomy application equipment; and merchandise.

This position will maintain a positive attitude that promotes teamwork within the shop, as well as within the cooperative and upholds a favorable image of Five Star Cooperative at all times.

Qualifications

Education – High school diploma or equivalent; fluent reading, writing, and speaking the English language

License, Certificate, or Registration: Valid Class A CDL or ability to obtain

Basic Skills—Speaking, Writing, Reading Comprehension, Listening, Monitoring, Judgment and Decision Making, Time Management

Job Summary and Primary Duties:

- Diagnoses vehicles and equipment malfunctions for the purpose of determining needed repairs and/or replacements
- Fabricates parts for the purpose of providing items necessary for repairs
- Performs routine vehicle maintenance programs (e.g. Oil change, tire rotations, brake check, etc.)
- Repairs vehicle system and components (e.g. diesel, gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of operating vehicles in safe operating conditions
- Completes all appropriate papers on maintenance and repairs as well as be able to maintain records according to company service department standards, including but not limited to work orders and inspection forms
- Provides personal tools needed to complete job duties as assigned

Maintenance & Safety:

- Observes OSHA, state, and federal safety regulations
- Operates trucks and equipment safely
 - Receives no OSHA, state, or federal citations
 - Receives no valid customer complaints concerning driving
- Communicates safe storage and handling procedures to customers.
- Maintains clean and neat facilities, including vehicles and personal office areas.
- Maintains housekeeping and sanitation standards, including equipment and facilities regularly
- Upholds Five Star's Safety regulations and procedures

Service and Skills:

- Must possess a high level of multi-trade skills and abilities specific to Diesel Mechanics
- Skilled in the use of general tools and related maintenance equipment
- Skilled in the use of diagnostic equipment
- Ability to fabricate as needed, including welding, cutting, etc.
- Proficiency with computer database management
- Excellent telephone skills – applicant must promptly and courteously answer the phone
- Requires acute attention to detail
- Requires making decisions that affect customers, other employees, Five Star Coop's financial resources, and/or the image and reputation of the organization
- Commitment to excellence and high standards
- Actively work to increase personal skills and knowledge
- Attend product, merchandising, safety, and cooperative meetings as requested

Other Essential Duties:

- Deliver a courteous, pleasant, and positive attitude in providing extraordinary service to all customers, coworkers, and others ensuring open lines of communication.
- Be a true leader and champion in establishing and maintaining a vision and required behaviors for our culture of ensuring human safety.
- Actively works to acquire new customer's business and maintain existing customers base.
- Promotes the co-op by maintaining a positive image and attitude; is always friendly, courteous, and helpful.
- Continually upgrades training by learning on the job, attending schools, seminars, and/or by reading product and industry information, as instructed by management.
- Handles customer complaints smoothly.
 - Solves the problem as soon as possible, either personally, or through communication with supervisor.
 - Refers larger problems to supervisor.
- Enforces the co-op's credit policy.
 - Makes credit terms known to employees and customers
 - Does not extend credit to customers who have not been approved by credit manager
 - Does not charge to customers who do not have credit with the cooperative
 - Does not authorize charges to customers who have exceeded credit limits
 - Keeps all personal accounts current.

- Abides and enforces policies set forth in the employee policy manual.
- Assisting other departments and/or performs other related duties as assigned by Area Operations Manager

Work Context for the Essential Functions of the Job:

- Versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm
- Ability to work independently and as a team player
- Requires face-to-face and telephone communication with individuals, customers, or teams daily
- Opportunities to make decisions without supervision
- Requires being exact or highly accurate
- Requires repeating the same physical or mental activities
- Requires meeting strict deadlines daily to ensure customer service
- Requires work with external customers or the public
- Responsible for work outcomes and results

Controls:

Accepts only minimal value gifts from vendors and assures all sales representatives and other Five Star Co-op employees follow this also. This includes products for crop and livestock production.

Work Conditions and 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. This job is performed indoors or outdoors in weather extremes of Northern Iowa. Exposure to dust from feed, grain, or fertilizer products. Noise levels in general are considered that of a normal equipment repair shop.

Physical Abilities

- **Far Vision**—The ability to see details at a distance.
- **Near Vision**—The ability to see details at close range as in reading.
- **Reaction Time**—The ability to quickly respond (with the hand, finger, foot) to a signal (sound, light, picture) when it appears.
- **Depth Perception**—The ability to judge which of several objects is closer or further away from you, or to judge the distance between you and an object.
- **Spatial Orientation**—The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- **Response Orientation**—The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Static Strength**—The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Extent Flexibility**—The ability to bend, stretch, stoop, twist, or reach with your body, arms, and/or legs.
- **Multilimb Coordination**—The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Manual Dexterity**—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble or move objects
- **Climbing**—Ability to climb up on vehicles or equipment as needed.

Function	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Sit		X		
Use hands to finger, handle, feel, hold, grasp				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell		X		

Weight	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 lbs				X
Up to 25 lbs				X
Up to 50 lbs			X	
Up to 75 lbs		X		
Over 75 lbs	X			

Disclaimer: This job description indicates the general nature and minimum level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee. The employee may be asked to perform other duties related to the successful performance of the job.

I, _____, as an employee of Five Star Cooperative, understand the duties and requirements set forth in this job description. The duties of this job description are not all inclusive. They describe the primary function of the job and are not to be considered a detailed description of every job duty. I understand that neither this job description, nor the signing of creates a binding employment contract and that my employer reserves the right to assign additional duties as necessary.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____