

Poudre Valley Rural Electric Association, Inc.
Job Description

POSITION: Fleet Mechanic Intern
DEPARTMENT: Operations
REPORTS TO: System Operations Supervisor
CLASSIFICATION: Internship (Hourly, Non-Exempt)

POSITION SUMMARY

The Fleet Mechanic Intern provides entry-level assistance to the Fleet Mechanic team by supporting routine maintenance, inspections, cleaning, and basic repair activities of company vehicles and equipment. This position is designed for individuals seeking hands-on experience in fleet maintenance, heavy equipment, or automotive / diesel mechanics.

ESSENTIAL JOB FUNCTIONS

Assigned with or without reasonable accommodation.

- Assist Fleet Mechanics with preventative maintenance and basic repair tasks on company vehicles and equipment.
- Perform routine services such as oil changes, lubrication, fluid checks, tire checks, tire rotations, washing, and cleaning of vehicles and equipment.
- Assist with inspections of vehicles and equipment under supervision, including preparation for DOT inspections.
- Help organize and maintain fleet maintenance areas, tools, and equipment.
- Observe and learn diagnostic processes for gasoline, diesel, electrical, and hydraulic systems.
- Assist with inventory tracking, parts organization, and basic documentation related to fleet maintenance.
- Operate vehicles and equipment when authorized and supervised.
- Assist line crews or other departments as directed, when appropriate.

STANDARDS OF EXCELLENCE

These duties reflect the cooperative's mission and purpose, and they are required of all employees.

- Work according to the safety rules and company policies as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- Adhere to the cybersecurity policies, procedures, and practices as adopted by PVREA and is responsible for participating in cybersecurity training and awareness exercises.
- Exhibits integrity and demonstrates ethical behavior in everyday business conduct.
- Support the strategic goals of the organization in accordance with the Association's Strategic Plan.
- Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies, and equipment vendors in a kind, courteous and professional manner.
- Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- Assist in the emergency restoration of facilities during storms or general outages.
- Regular and predictable attendance are essential functions of the position.
- Performs other duties within capabilities as directed by supervisors.

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JOB QUALIFICATIONS

Education and/or formal training needed: High school diploma or equivalent and completion toward an automotive or diesel mechanics program.

Experience needed: Previous hands-on experience through automotive, diesel, or industrial mechanics coursework, labs, internships, or personal projects is preferred. First Aid and CPR certification is preferred.

Knowledge, skills, and abilities needed:

- Mechanical aptitude and willingness to learn.
- Ability to follow instructions and work safely around vehicles and equipment.
- Basic computer skills, including familiarity with Microsoft Word and Excel.
- Ability to work independently and as part of a team.
- Good organizational skills and attention to detail.

Drug/Alcohol: A drug/alcohol test is administered to all job offer recipients, as well as a background check.

Driving: Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle

Mental Demands: Requires staying alert, being precise, solving problems, and maintaining focus and sound judgment in a fast-paced environment.

Physical Demands: Must be able to perform the Essential Job Functions of the position with or without reasonable accommodation. This intern spends approximately 50% of the day standing, 30% walking, 20% sitting or driving a vehicle. Good balance is needed as well as the ability to stoop, kneel, crawl, and reach under and around vehicles. Being able to hear voices, "engine sounds" and radio messages are necessary. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth vision, and the ability to focus and to identify and distinguish colors. Smell is essential for deciding what is leaking and from what part of the vehicle.

MATERIALS AND EQUIPMENT USED

Hand tools, shop equipment, vehicle lifts, diagnostic tools, two-way radio, personal protective equipment, and other general office equipment.

WORKING CONDITIONS

90% of the time is spent in an office or garage. The other 10% is spent outside in all kinds of weather conditions. When working inside a garage, this employee is frequently exposed to gas fumes and various odors from oil, transmission fluid, etc. Environmental hazards may include welding burns, mechanical hazards and toxic chemical hazards while working with fuel, cleaners, sprays, and batteries. Noise levels are estimated to be from 50-90 decibels.

COMPENSATION

The starting hourly pay range for this position is \$18.00 – \$21.00 (DOQ)

Actual compensation offer to candidate may vary outside of the posted hiring rate based upon work experience, education, and/or skill level.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

