

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Heavy-Duty Repairman (Construction) - Fleet

JOB CODE : 031521

DATE PREPARED : July 27, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent diagnoses/repairs the components, systems, subassemblies, electronic, electrical, pneumatic, hydraulic functions, and associated equipment on heavy-duty trucks/trailers greater than one-ton capacity.

DIMENSIONS

The incumbent reports to a Heavy Duty Repairman Foreman and may assist in training a helper; otherwise no supervisory responsibility.

NATURE AND SCOPE

1. Conducts diagnosis, repairs, and/or replacement of fuel systems, drive trains, brake systems, suspension, engine, cooling, air conditioning, and mounted auxiliary equipment on heavy-duty trucks and trailers;
2. Connects and operates electrical and electronic diagnostic equipment to diagnose and repair electronic engine, transmission, climate, and accessory controls and systems, including interstate commerce connection cords and connections and trailer wiring;
3. Repairs all suspension types and systems for trucks, tractors, and trailers including repair, rebuilding, rebushing, replacement, and/or modifications for conventional and air-ride types, axle alignment measurement, and corrective actions;
4. Repairs, rebuilds, installs, removes, and/or modifies vehicle-mounted auxiliary or accessory equipment including cranes, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline and diesel auxiliary or cargo system operating engines, and fire engines and associated equipment including high-pressure pumps and controls;
5. Operates conventional truck shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine-measuring equipment;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;
2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying of 75 to 100 pounds;

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4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;
5. Occasional frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;
7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and providing customer/vendor service.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in installing/repairing equipment to proper specifications and in maintaining a safe work environment;
2. Must be able to follow oral/written instructions and apply knowledge and experience toward completing all assignments in a timely manner;
3. Must be able to read/understand technical manuals, catalogues, schematics, and Material Safety Data Sheet guidelines;
4. Must apply good mechanical aptitude, ability to identify malfunctions, and problem-solving skills to all work;
5. Must possess good oral/written communication skills in order to deal with coworkers/supervisors and provide customer/vendor service in a professional and effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment (70 percent) or outdoors in all types of weather (30 percent).

Tools & Equipment Used: Hand/power tools, pneumatic tools, crane, hoist, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline/diesel auxiliary or cargo system operating engines, fire engines and associated equipment including high pressure pumps/controls, and other equipment as needed; safety equipment may include hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as a heavy-duty repairman or completion of a recognized apprenticeship program is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Heavy-Duty Repairman (Construction) - Equipment

JOB CODE : 031521

DATE PREPARED : July 27, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent diagnoses/repairs the components, systems, subassemblies, electronic, electrical, pneumatic, hydraulic functions, and associated equipment on all construction equipment, mining equipment, and lift cranes.

DIMENSIONS

The incumbent reports to a Heavy Duty Repairman Foreman and may assist in training a helper; otherwise no supervisory responsibility.

NATURE AND SCOPE

1. Conducts diagnosis, repairs, and/or replacement of fuel systems, drive trains, brake systems, suspension, engine, cooling, air conditioning, and mounted auxiliary equipment on all construction equipment, mining equipment, and cranes;
2. Connects and operates electrical and electronic diagnostic equipment to diagnose and repair electronic engine, transmission, climate, and accessory controls and systems, including interstate commerce connection cords and connections and trailer wiring;
3. Rebuilds/repairs all suspension types and systems for trucks, tractors, trailers, and track-laying equipment including repair, rebuilding, rebushing, replacement, and/or modifications for conventional and air-ride types, axle alignment measurement, and corrective actions;
4. Repairs, rebuilds, installs, removes, and/or modifies vehicle-mounted auxiliary or accessory equipment including cranes, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline and diesel auxiliary or cargo system operating engines, fire engines and associated equipment, welding machines, and compressors including high-pressure pumps and controls;
5. Operates conventional truck shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine-measuring equipment;
6. Repairs and rebuilds mine hoists and associated mining components;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;

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2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying of 75 to 100 pounds;
4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;
5. Occasional frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;
7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and providing customer/vendor service.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in installing/repairing equipment to proper specifications and in maintaining a safe work environment;
2. Must be able to follow oral/written instructions and apply knowledge and experience toward completing all assignments in a timely manner;
3. Must be able to read/understand technical manuals, catalogues, schematics, and Material Safety Data Sheet guidelines;
4. Must apply good mechanical aptitude, ability to identify malfunctions, and problem-solving skills to all work;
5. Must possess good oral/written communication skills in order to deal with coworkers/supervisors and provide customer/vendor service in a professional and effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills;
7. Must have a basic understanding regarding driving of one-ton to two and one-half-ton trucks requiring Class A driver's license for field use.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment (70 percent) or outdoors in all types of weather (30 percent). If assigned to field crew, work will be performed outdoors 95 percent of time in all kinds of weather.

Tools & Equipment Used: Hand/power tools, pneumatic tools, crane, hoist, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline/diesel auxiliary or cargo system operating engines, fire engines and associated equipment including high pressure pumps/controls, and other equipment as needed; safety equipment may include hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Heavy-Duty Repairman (Construction) - Equipment

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as a heavy-duty repairman or completion of a recognized apprenticeship program is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Heavy-Duty Repairman (Maintenance)

JOB CODE : 036521

DATE PREPARED : October 19, 1993

SUMMARY STATEMENT

The incumbent performs diagnostic evaluation and makes repairs on vehicles up to and including one-ton trucks.

DIMENSIONS

The incumbent reports to a Heavy-Duty Repairman Foreman and may assist in training a helper; otherwise, no supervisory responsibility.

NATURE AND SCOPE

1. Conducts diagnosis and repairs and/or replacement of fuel systems, drive trains, brake systems, suspension, engine, cooling, air conditioning, and mounted auxiliary equipment on light to medium trucks and trailers;
2. Connects and operates electrical and electronic diagnostic equipment to diagnose and repair electronic engine, transmission, climate, and accessory controls and systems, including connections and trailer wiring;
3. Repairs all suspension systems for light to medium trucks, including repair, rebuilding, rebushing, replacement and/or modifications when necessary;
4. Repairs, rebuilds, installs, removes, and/or modifies vehicle-mounted auxiliary or accessory equipment including liftgates, snowplow and sand spreader systems, and small gasoline and diesel auxiliary or cargo system operating engines;
5. Operates conventional automotive shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine measuring equipment;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;
2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying 75 to 100 pounds;
4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

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5. Occasional-to-frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;
7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times, work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and providing customer/vendor service.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in installing/repairing equipment to proper specifications and in maintaining a safe work environment;
2. Must be able to follow oral/written instructions and apply knowledge and experience toward completing all assignments in a timely manner;
3. Must be able to read/understand technical manuals, catalogues, schematics, and Material Safety Data Sheet guidelines;
4. Must apply good mechanical aptitude, ability to identify malfunctions, and problem-solving skills to all work;
5. Must possess good oral/written communication skills in order to deal with coworkers/supervisors and provide customer/vendor service in a professional and effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Occasional exposure to moving objects/vehicles, burns, toxic/caustic chemicals, lubrication oils/grease, odors/fumes, noise (sometimes at levels in excess of 80 dBA, awkward positions, cramped quarters, slippery surfaces, and pinch points.

Tools & Equipment Used: Conventional automotive shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine measuring equipment;

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as a heavy-duty repairman or completion of a recognized apprenticeship program is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Heavy-Duty Repairman Foreman

JOB CODE : 031520, 036520

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises the heavy-duty shop operation and systems. Reviews repairs in process and possesses knowledge of environmental procedures. Troubleshoots, repairs, and maintains construction equipment, mining equipment, lift cranes, and heavy-duty trucks and associated construction equipment over one-ton in weight.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to assigned craft crew; may perform same duties as craftspeople being supervised;
2. Interprets specifications, drawings, and job orders as needed for area of supervision;
3. Repairs and maintains all construction equipment, mining equipment, cranes, and heavy-duty trucks of greater than one-ton capacity and the equipment associated with these vehicles;
4. Operates sophisticated diagnostic equipment to troubleshoot or check electrical, electronic, pneumatic, hydraulic, and mechanical systems and subassemblies; uses all types of tools including electric, pneumatic, and hydraulic equipment and also conventional mechanic and machinist hand tools and necessary devices;
5. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel; tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
6. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
7. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
8. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; may study schedules and estimate work hour requirements for completion of job; conducts weekly safety meetings to promote safety consciousness;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Heavy-Duty Repairman Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;
2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying up to 100 pounds;
4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;
5. Occasional-to-frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;
7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times, work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers, supervisors, and providing customer/vendor service.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

Heavy-Duty Repairman Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment (70 percent) or outdoors in all types of weather (30 percent).

Tools & Equipment Used: Hand/power tools, pneumatic tools, crane, hoist, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline/diesel auxiliary or cargo system operating engines, fire engines and associated equipment including high pressure pumps/controls, and other equipment as needed; safety equipment may include hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires five years of experience as a heavy-duty repairman.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.