



# Augusta Cooperative Farm Bureau, Inc.

<b>Job Title:</b>	Small Engine Mechanic	<b>Job Status:</b>	Full Time
<b>Department/Group:</b>	Small Engine Shop	<b>Reports To:</b>	Warehouse Manager
<b>FLSA Status:</b>	Non-Exempt	<b>Travel Required:</b>	None
<b>Job Category:</b>	Craft Worker	<b>Positions Supervised:</b>	None
<b>Work Schedule:</b>	40-hour week; Monday – Friday 8-5; every other Saturday with day off during week		
<b>Job Summary:</b>			
Repair and maintain gasoline engines used to power equipment such as portable saws, lawn mowers, generators, and compressors.			
<b>Job Description</b>			
<p><b>TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.</b></p> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Obtain problem descriptions from customers, and prepare cost estimate for repairs.</li> <li>• Dismantle small engines, using hand tools, and examine for defects.</li> <li>• Test and inspect engines to determine malfunctions, to locate missing and broken parts, and to verify repairs, using diagnostic instruments.</li> <li>• Repair or replace defective parts such as gears, pistons, and carburetors, using hand tools</li> <li>• Perform routine maintenance such as cleaning and oiling parts, honing cylinders, and tuning ignition systems.</li> <li>• Reassemble engines after repair or maintenance work is complete.</li> <li>• Adjust points, valves, carburetors, distributors, and spark plug gaps, using feeler gauges.</li> <li>• Replace motors.</li> <li>• Accurately record repairs made, time spend, and parts used.</li> <li>• Demonstrate to customers how to maintain equipment.</li> <li>• Remove engine from equipment, and position and bolt engines to repair stands.</li> <li>• Grind, re-bore, and re-tap parts to obtain specified clearances, using grinders, lathes, taps, boring machines, and micrometers.</li> </ul> <p><b>NON-ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Assist customers.</li> <li>• Run cash register to process sales transactions.</li> <li>• Help warehouse load products with forklift.</li> <li>• Other duties as assigned.</li> </ul> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• Technical Aptitude - Ability to comprehend complex technical topics and specialized information.</li> <li>• Responsible - Ability to be held accountable or answerable for one’s conduct.</li> <li>• Reliability - The trait of being dependable and trustworthy.</li> <li>• Detail Oriented - Ability to pay attention to the minute details of a project or task.</li> <li>• Safety Awareness - Ability to identify and correct conditions that affect employee safety.</li> </ul>			

- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task
- Accuracy – Ability to perform work accurately and thoroughly.

**PREFERRED EDUCATION AND OTHER SKILLS**

- Husqvarna and Stihl Certificates are preferred, but not required. Employee can earn certification after start of employment
- 2+ years’ experience repairing small engines preferred
- Must be able to speak, read, write and comprehend English

**ADDITIONAL NOTES**

This job description reflects management’s assignment of essential and central functions of this job; It does not restrict management’s rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.

**Physical Demands:**

This is a physically active job with frequent standing, walking, manually manipulating, squatting and bending. Applicant will frequently lift and carry up to 50 pounds and occasionally over 50 pounds.

**Work Environment:**

This job operates in the small engine shop (heated/no air condition).

Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated:	2/6/2018		