



Augusta Cooperative Farm Bureau, Inc.

Job Title:	Small Engine Mechanic	Job Status:	Full Time
Department/Group:	Staunton Store	Reports To:	Store Manager
FLSA Status:	Non-Exempt	Travel Required:	None
Job Category:		Positions Supervised:	None
Work Schedule:	Monday - Friday 8-5 or 9-6; works every other Saturday with a day off during that week; overtime may be required.		

Job Summary:
 Repair and refinish small engine machines.

Job Description

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM, WITH OR WITHOUT REASONABLE ACCOMMODATION, EACH ESSENTIAL FUNCTION SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO HELP ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

ESSENTIAL FUNCTIONS

- Dismantle engines, using hand tools, and examine parts for defects.
- Test and inspect engines to determine malfunctions, to locate missing and broken parts, and to verify repairs, using diagnostic instruments.
- Repair or replace defective parts such as magnetos, water pumps, gears, pistons, and carburetors, using hand tools.
- Perform routine maintenance such as cleaning and oiling parts, honing cylinders, and tuning ignition systems.
- Reassemble engines after repair or maintenance work is complete.
- Adjust points, valves, carburetors, distributors, and spark plug gaps, using feeler gauges.
- Replace motors.
- Record repairs made, time spent, and parts used
- Show customers how to maintain equipment.
- Repair and maintain gasoline engines used to power equipment such as portable saws, lawn mowers, generators, and compressors.
- Obtain problem descriptions from customers, and prepare cost estimates for repairs.
- Remove engines from equipment, and position and bolt engines to repair stands.
- Sell parts and equipment.
- Grind, ream, rebore, and retap parts to obtain specified clearances, using grinders, lathes, taps, reamers, boring machines, and micrometers.

POSITION QUALIFICATIONS

Competency Statement(s)

- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Responsible - Ability to be held accountable or answerable for one’s conduct.
- Reliability - The trait of being dependable and trustworthy.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- 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 SKILLS

- 6 months plus experience preferred.
- Husqvarna and Stihl Certificates are preferred, but not required. Employee can be certified after start of employment.
- Must be able to speak 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 job involves frequent squatting/kneeling, bending, reaching outward, and manually manipulating small parts. Occasionally, the applicant will stand, sit, or walk, and lift/carry up to 50 pounds.

Work Environment:

Small engine shop, heated, no a/c.

Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated/Reviewed:	08/22/2019		