

THE EAST OHIO GAS COMPANY

JOB DESCRIPTION

JOB TITLE: Mechanic Helper

NATURE AND SCOPE OF THE POSITION

Performs work on vehicles and transportation related equipment. Works under the direction of high classification or supervision.

TYPICAL DUTIES

1. Assists higher classification in the performance of their duties.
2. Maintains appearance of vehicles, transportation related equipment, garage facilities, and work area by performing maintenance and housekeeping duties such as: sweeping, washing, waxing, steamcleaning, sandblasting, minor body repair and painting, etc.
3. Services all vehicles and transportation related equipment by performing such duties as checking and filling liquid levels, refueling CNG, checking and maintaining tire pressures, etc. Installs and removes such items as tires, chains, batteries, headlamps, license plates, decals, etc.
4. Maintains mechanical condition of vehicles and transportation related equipment by performing such duties as: vehicle inspections, removal and replacement of vehicle components such as springs, shock absorbers, radiators, brakes, exhaust systems, etc.
5. Learns to and performs mechanical adjustments and repairs such as tire balancing, timing adjustments, electronic component replacements, etc. as directed by supervision and/or higher classifications based on previous diagnosis.
6. Learns to and performs repairs and replacement of major vehicle and transportation related equipment components including engines, drive trains, hydraulic, electrical and fuel systems (including CNG), as directed by supervision and/or higher classifications.
7. Installs and removes engine components such as: alternators, water pumps, starters, fuel pumps, carburetors, etc.
8. Commissions and decommissions vehicles and transportation equipment.
9. Performs miscellaneous duties such as: portering vehicles, pick up and delivery of automotive parts, maintenance of stock inventories, etc.
10. Learns to and performs repairs to equipment such as pumps, winches, etc., and rebuilds CNG kits, etc.
11. Prepares and submits associated paper work.

ATTACHMENT #5E

12. Performs other similar or less skilled duties.
13. Operates as required all vehicles and transportation related equipment.
14. Learns to operate cutting, brazing and welding equipment.
15. Learns to use diagnostic equipment such as engine analyzer, dynamometer, etc.

QUALIFICATIONS

1. Must have valid Ohio vehicle operator's license.
2. Must demonstrate the ability to perform the typical job duties of Mechanic Helper.
3. Must be willing to work overtime, shifts and have a good attendance and work record.
4. Must learn to operate all vehicles and transportation related equipment.

THE EAST OHIO GAS COMPANY

JOB DESCRIPTION

JOB TITLE: Mechanic "B"

NATURE AND SCOPE OF THE POSITION

Performs skilled duties on vehicles and transportation related equipment. Works under the direction of higher classification or supervision. May direct lower classification personnel.

TYPICAL DUTIES

1. Assists higher classification in the performance of their duties.
2. Guides and instructs lower classifications in the performance of their duties.
3. Maintains appearance of vehicles and transportation related equipment by performing body work and painting.
4. Maintains mechanical condition of vehicles and transportation related equipment by performing such duties as: vehicle inspections, repairing engines, drive trains, hydraulic, electrical and fuel systems.
5. Performs cutting, brazing and non-structural welding as required.
6. Installs complete CNG fuel systems.
7. Uses diagnostic equipment such as engine analyzer, dynamometer, etc.
8. Performs diagnostic analyses on all vehicles and transportation related equipment with minor guidance and consultation from higher classifications and/or supervision.
9. Prepares and submits associated paper work.
10. Performs other duties, as directed within Mechanic "B" classification or lower.

QUALIFICATIONS

1. Must have valid Ohio vehicle operator's license.
2. Must have demonstrated the ability to perform the typical job duties of Mechanic "B" and be recommended by local Management.
3. Must be willing to work overtime, shifts and have a good attendance and work record.
4. Must be capable of operating all vehicles and transportation related equipment.

THE EAST OHIO GAS COMPANY

JOB DESCRIPTION

JOB TITLE: Mechanic "A"

NATURE AND SCOPE OF THE POSITION

Performs skilled duties on vehicles and transportation related equipment. Works under the direction of higher classification or supervision. May direct lower classification personnel.

TYPICAL DUTIES

1. Assists higher classifications in the performance of their duties.
2. Guides and instructs lower classifications in the performance of their duties.
3. Maintains mechanical condition of vehicles and transportation related equipment by performing repairs and replacements based on independent analysis and problem identification.
4. Utilizes diagnostic equipment such as engine analyzer, dynamometers, etc., in a proficient manner to identify problems and independently initiate corrective action.
5. Prepares and submits associated paper work.
6. Performs other duties as directed within Mechanic "A" classification or lower.

QUALIFICATIONS

- Must have valid Ohio vehicle operator's license.
- Must have demonstrated the ability to perform the typical job duties of Mechanic "A" and be recommended by local Management.
- Must be willing to work overtime, shifts and have a good attendance and work record.
- Must be capable of operating all vehicles and transportation related equipment.

THE EAST OHIO GAS COMPANY

JOB DESCRIPTION

JOB TITLE: Lead Mechanic "B"

NATURE AND SCOPE OF THE POSITION

To lead, direct, assign and instruct garage personnel in the performance of their duties. Is proficient in performing the skilled duties on vehicles and transportation related equipment. Works to increase job knowledge and skills leading to Lead Mechanic "A". Works under the direction of general supervision.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Leads, directs, instructs and assigns work of lower classifications in the performance of their duties in all garage activities.
2. Will be a working member of the garage organization and will be assigned individual functions.
3. Prepares and submits associated paper work.
4. Performs other duties as directed within the lead mechanic classification or lower.

QUALIFICATIONS

1. Must have valid Ohio vehicle operator's license.
2. Must have demonstrated the ability to perform the typical job duties of Mechanic "A" in a proficient manner and be recommended by local Management.
3. Must be willing to work overtime shifts and have a good attendance and work record.
4. Must have demonstrated the ability to lead, direct, instruct and to work with others to assure the proper completion of assigned work on a timely basis.
5. Must be capable of operating all vehicles and transportation related equipment.
6. If after a period of two years following promotion to Lead Mechanic "B", the employee fails to meet all of the specifications for promotion to Lead Mechanic "A", he/she will be reclassified to the Mechanic "A" classification and rate of pay.

THE EAST OHIO GAS COMPANY

JOB DESCRIPTION

JOB TITLE: Lead Mechanic "A"

NATURE AND SCOPE OF THE POSITION

To lead, direct, assign and instruct garage personnel in the performance of their duties. Is proficient in performing the skilled duties on vehicles and transportation related equipment. Works under the leadership of general supervision.

TYPICAL DUTIES

1. Leads, directs, instructs and assigns work of lower classifications in the performance of their duties in all garage activities.
2. Will be a working member of the garage organization and will be assigned individual functions.
3. Prepares and submits associated paper work.
4. Performs other duties as directed within the lead mechanic classification or lower.

QUALIFICATIONS

1. Must have valid Ohio vehicle operator's license.
2. Must have demonstrated the ability to perform the typical job duties of Lead Mechanic B in a proficient manner and be recommended by local Management.
3. Must be willing to work overtime shifts and have a good attendance record.
4. Must have demonstrated the ability to lead, direct, instruct, assign and to work with others to assure the proper completion of assigned work on a timely basis.
5. Must be capable of operating all vehicles and transportation related equipment.