

## Mechanic/ Lead Mechanic Job Description

### GENERAL PURPOSE

- Maintain and repair vessels, vehicles, machinery etc. within the operation of the Marina.

### ESSENTIAL DUTIES/RESPONSIBILITIES

- Must conduct repair and maintenance on ALL vehicles or systems
- Required to enter information on Vehicle Maintenance Sheet
- Mechanics are responsible for preventative maintenance
- Creating work orders and following through with customers as needed
- Maintain accurate inventory of all stock and accessories
- Maintain a neat work area
- “Tag out” any piece of equipment, vehicle, or vessel that is not working properly
- Subject to “on-Call” status for emergency chase calls
- Provide excellent customer service
- Must have thorough knowledge of all safety procedures
- Mechanics are responsible for disposal of all items or fluids that are harmful to the environment
- Wearing correct Personal Protective Equipment for the job at hand
- Employees must maintain communication and respect the chain of command

### OTHER DUTIES/RESPONSIBILITIES

- Employees are required to perform their work in a manner protective of human health and the environment and to report any deviations of environmental policy to their supervisor
- Employees are required to be aware of and participate where necessary, in the achievement of environmental objectives and implantation of the environmental management system
- Such other and further duties required from time to time, and as defined by company management

### KNOWLEDGE, SKILLS, AND ABILITY

- Ability to drive and dock all vessels in the fleet
- Ability to communicate well with customers under stress
- Thorough knowledge of inboard-outboard marine engines and outboard motors
- Thorough knowledge of marine generators
- Ability to maintain records
- Knowledge or ability to learn systems aboard boats including heating and cooling systems, water, satellite, solar etc.
- Systems, propane, fuel, water, septic, pumps etc.
- Motor skills to balance and stabilize on uneven and moving surfaces
- Ability to complete all forms for boat rental operation and maintenance
- Maintain knowledge of safety and environmental requirements
- Knowledge of correct procedure when filling propane tanks
- Knowledge or ability to be trained in Employee Orientation
- Knowledge or ability to be trained in Hazardous Materials Response
- Knowledge or ability to be trained in Emergency Response

### EDUCATION OR FORMAL TRAINING /EXPERIENCE

- High school diploma, GED, or ability to obtain job related certification.
- Ability to inventory, price, and complete jobs/sales for customers