

**JOB POSTING  
BRAYS ISLAND PLANTATION**

**TITLE:** Mechanic (Full-time Monday-Friday)  
**DEPT:** Property Maintenance  
**REPORTS TO:** Property Maintenance Supervisor  
**EXEMPT STATUS:** Non-exempt  
**SUPERVISES OTHERS:** No

**FUNCTION:** Serves as mechanic for the Property Maintenance department. Responsibilities include providing all maintenance to plantation-wide assigned equipment and vehicles. Ensures that all support and service is conducted and fulfilled in a manner consistent with the vision of "One Brays" goals and objectives.

**DUTIES AND RESPONSIBILITIES:**

1. Provides regular and timely preventive maintenance to all vehicles and equipment.
2. Limited welding experience required.
3. Schedule warranty and non - warranty repairs with outside vendors.
4. Ensures proper disposal of waste oil in conjunction with DHEC regulations and standards.
5. Ensures that all repair parts and tools are ordered and stocked in a timely manner.
6. Keep an updated repair log on all vehicles and equipment.
7. Conduct all repairs in a safe manner in conjunction with PPE guidelines.
8. Ensure the shop and outside work spaces are kept clean.
9. Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Capable of working extended hours, to include weekends and holidays as necessary.
2. Able to see well enough to read faint or partially obscured writing or printing to include MSDS and safety signage, with corrective lenses if needed.
3. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities, to include the exchange and receipt of information over the telephone.
4. Position involves sitting, standing, stooping, kneeling, pushing, shoving, lifting, carrying and moving objects that can weigh up to 100 lbs. This movement can occur throughout the day.
5. Must be able to drive a car, and possess a valid driver's license.
6. Ability to understand oral and written communication.
7. Must be able to alternate between working indoors in a controlled climate with proper lighting, to an outdoor setting with variable climate and lighting.
8. Must be able to communicate with others, be mentally alert and detail oriented.

### **ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work on more than one assignment at a time with frequent interruptions, changes and delays. Must be able to remain focused and work effectively and efficiently. For safety reasons, employee must remain alert to working conditions and be aware of safety, health, and environmental concerns.
2. Must be able to work in all environmental conditions while using PPE in conjunction with safety procedures.
3. Must be able to communicate and work effectively in an environment which may be stressful.

### **MINIMUM QUALIFICATIONS:**

Education: High school diploma or equivalent. ASE Certified light truck and Diesel Mechanic preferred.

Knowledge: Must have the ability and desire to continue education efforts as the automotive and heavy equipment industry improves.

Skills: Ability to troubleshoot and repair gas and diesel vehicles and heavy Equipment.

Experience: Three to five years of experience in the field of repair and service of automotive and heavy equipment.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**