





MAINTENANCE – SUMMER INTERN

JOB DESCRIPTION

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COMPANY OVERVIEW:

Incorporated in 1939, Indian Electric Cooperative, Inc. is a member-owned, not-for-profit distribution cooperative that supplies electric service to its members in seven north-central and northeastern Oklahoma counties including Pawnee, Osage, Creek, Payne, Noble, Kay and Tulsa.

IEC provides almost 14,000 members with service to 20,080 homes and businesses through 3,516 miles of distribution line covering a service territory of 2,500 square miles.

IEC is powered by skilled and loyal employees.

POSITION SUMMARY:

The position is a temporary part time position limited to 1,000 hours of service within 12 consecutive months.

ABILITIES AND SKILLS:

- Excellent interpersonal, verbal, and written communication skills.
- Must have basic knowledge of preventive maintenance practices, interest in vehicles and equipment.
- Must possess and maintain an Oklahoma Class D driver's license.

RESPONSIBILITIES AND DUTIES:

- Assist with routine vehicle maintenance and inspection tasks.
- Support technicians in diagnosing mechanical and electrical issues.
- Assist in replacing parts and components as needed.
- Clean and organize the workshop and tools as needed.
- Follow safety procedures and company policies.
- Operate vehicles and equipment in a safe manner and within regulations of all federal, state, and local laws.
- Other duties as assigned.

QUALIFICATIONS:

- Must be at least 16 years of age, 18 years of age preferred.
- Education: Current high school or college enrollment.
- Experience: No experience required.
- Job Knowledge: Basic understanding of vehicle systems and tools.



WORKING CONDITIONS:

- Hands-on work in a shop environment or outside in various weather conditions.
- Will require lifting of parts and tools and standing for extended periods of time.
- Must be able to maintain all physical requirements as outlined on the attached physical requirements sheet.

COMPENSATION AND BENEFITS:

- Hourly Rate: \$12.00 - \$15.00

Signature

Date

Job Description – Physical Requirements

Job Title: _____

Department: _____

Mark the appropriate box for the following items to describe the extent to which each specific activity is performed:

NUMBER OF HOURS PER DAY						NUMBER OF HOURS PER DAY					
Activity	0	1-2	3-4	5-6	7+	<u>Repetitive Use of Hands</u>	0	1-2	3-4	5-6	7+
Sitting						Unilateral					
Standing						Bilateral					
Walking						Grasping					
Bending						Unilateral					
Crawling						Bilateral					
Climbing						Fine Dexterity					
Reaching						Unilateral					
Crouching						Bilateral					
Kneeling						Repetitive Foot Control					
Balancing						Unilateral					
Push/Pull						Bilateral					

WEIGHT HANDLING PER WEEK						WEIGHT HANDLING PER WEEK					
<u>Lift & Carry</u>	0 HR.	1-10 HR.	10-15 HR.	15-30 HR.	30+ HR.	<u>Lift Overhead</u>	0 HR.	1-10 HR.	10-15 HR.	15-30 HR.	30+ HR.
- 10 Lbs						- 10 Lbs					
11 to 25 Lbs						11 to 25 Lbs					
26 to 50 Lbs						26 to 50 Lbs					
51 to 75 Lbs						51 to 75 Lbs					
76 to 100 Lbs						76 to 100 Lbs					
+ 100 Lbs						+ 100 Lbs					

Comments: _____

Required to climb: Utility Poles Trees Other _____

Exposure to dust, gas, or fumes: Yes No Comments: _____

Special safety equipment used: Hard Hat Safety Glasses Hearing Protection Foot Protection
 Hand Protection Class 3 Gloves Class 0 Gloves Rubber Sleeves Harness Other: _____

Exposure to extreme changes in temperature or humidity: Yes No Comments: _____

Employee works: Inside _____% Outside _____% Total: 100 %

Employee's Signature: _____ Date: _____