

**JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET, REYNOLDS, GEORGIA 31076**

JOB POSTING	EXTERNAL POSTING (Individuals meeting the following requirements are eligible to apply.)
JOB TITLE	Mechanic Assistant (thru Mechanic)
JOB LOCATION	Flint EMC - Reynolds Operations Center (ROC) 19 Racetrack Road, Reynolds Georgia
JOB CLASSIFICATION	Outside Job; Non-Exempt; Uniform Program
SUPERVISOR	Supervisor of Automotive
LAST DATE REVIEWED	June 2026
JOB SUMMARY	<p>Mechanic Assistant Performs minor maintenance and repair of vehicles, keeping shop area clean and mounting various size tires. Performs most phases of mechanical repair and obtains parts. Reads manuals for instruction on repairs. Completes shop orders. Assists Mechanics with their duties, as needed. Uses computer to perform diagnostic testing and to communicate information. Job may require handling duties at both Reynolds and Warner Robins Automotive Shops, as required.</p> <p>Mechanic Responsible for maintenance and repair of all Flint vehicles and off-road equipment, trailers, and generators. Performs all phases of mechanical repair, welding, fabrication, minor body repair, and obtains parts. Reads manuals for instruction on repairs. Completes shop orders. Position is assigned to Reynolds.</p>
EDUCATION / TRAINING	<p>Mechanic Assistant Requirements:</p> <ul style="list-style-type: none"> • High School diploma or equivalent • One year's experience in automotive repair and maintenance to include light and/or medium duty vehicles in a shop environment. • Commercial Driver's License (Class A) or must be able to acquire within 18 months. • Basic computer experience <p>Preferred:</p> <ul style="list-style-type: none"> • Technical training/courses in automotive field equivalent to two years • Specialized courses in automotive repair including hydraulics and auto air conditioning. <p>Mechanic Requirements:</p> <ul style="list-style-type: none"> • High School diploma or equivalent • Commercial Driver's License (Class A) or must be able to acquire within 18 months. • DOT Federal Inspection Certification or ability to obtain once hired. • Basic computer skills • <u>PLUS must have either (a), (b), or (c) below:</u> • (a) Four years' experience in automotive repair & maintenance which includes light and medium duty diesel engines and includes at least one year hydraulics experience and experience in automotive HVAC <p><u>OR</u></p> <ul style="list-style-type: none"> • (b) Two-year Automotive Technology degree plus two years' automotive repair and maintenance experience which includes light and medium duty diesel engines and includes at least one year's hydraulics and experience in automotive HVAC <p><u>OR</u></p> <ul style="list-style-type: none"> • (c) Two-year Electronics degree plus two years' automotive repair and maintenance experience which includes light and medium duty diesel engines and includes at least one year hydraulics experience and experience in automotive HVAC <p>Preferred:</p> <ul style="list-style-type: none"> • Automotive Service Excellence (ASE) Certification • Paint and body experience • Welding and Fabricating
KNOWLEDGE / INTERPERSONAL SKILLS	<p>Mechanic Assistant Requirements:</p> <ul style="list-style-type: none"> • Computer skills to communicate information and diagnose equipment problems. • Knowledge of terms used in maintenance and repair of vehicles including cars and pickups. • Ability to read and understand repair and parts manuals. • Working knowledge of all automotive tools such as drills, die-grinders, tire changing/balancing equipment and lifts. • Good interpersonal/communication skills • Positive attitude and willingness to be a team player in support of exceptional internal and external customer service, which should be evidenced from prior work experience. <p>Preferred:</p> <ul style="list-style-type: none"> • Knowledge of repair and maintenance of medium to heavy duty vehicles • Knowledge of hydraulic systems • Knowledge of off-road equipment such as trenchers and forklifts

	<p>Mechanic Requirements:</p> <ul style="list-style-type: none"> • Familiarity with terms used in maintenance and repair of equipment including, cars, pickups, light and medium duty trucks, trenchers, trailers, and generators. • Ability to read and understand repair and parts manuals, hydraulic and electrical schematics, project time requirements, and schedule work accordingly. • Working knowledge of all automotive tools including drills, die-grinders, brake lathe, and hydraulic press. • Good interpersonal/communication skills • Positive attitude and willingness to be a team player in support of exceptional internal and external customer service, which should be evidenced from prior work experience. • Knowledge of maintenance and repair of Bucket and Derrick Trucks with certification presented
WORKING HOURS	<p>Mechanic Assistant/Mechanic</p> <ul style="list-style-type: none"> • 8:00 a.m. – 5:00 p.m., Monday through Friday, with one hour for lunch (Hours and days are subject to change) <p>Mechanic Assistant</p> <ul style="list-style-type: none"> • Must be flexible to work overtime on short notice, including weekends. <p>Mechanic</p> <ul style="list-style-type: none"> • Must be able to accept after-hours calls by phone as required and be flexible to work overtime on short notice, including weekends.
OTHER	<p>Mechanic Assistant/Mechanic</p> <ul style="list-style-type: none"> • Valid driver's license with a verifiable safe driving record (Class A CDL is preferred or must obtain within 18 months of employment) • Must live within 45 minutes of reporting work location. <p>Mechanic Assistant</p> <ul style="list-style-type: none"> • Must complete Progression Program Requirements to move from Assistant to Mechanic
APPLYING FOR JOB	<ul style="list-style-type: none"> • Qualified external applicants may print an application from our website, www.flintenergies.com or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. The deadline for external applications is 5:00 p.m., Monday, June 22, 2026. • Applications should be emailed to hr@flintemc.com or dropped off at the locations listed above. • Contacts: Tracie Lord 478-218-5653, or Stephanie Cebada-Bembry 478-218-5582

**FLINT EMC IS AN EOE/AA: MINORITES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE**

Posted 06/08/2026

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
MECHANIC ASSISTANT (thru MECHANIC)**

ALERTNESS & CONCENTRATION	Maintains full alertness and concentration at all times, sometimes in inclement climatic conditions, and always when operating tools and equipment.
ABILITY TO DEAL WITH STRESS	Must be able to work with deadlines, unexpected interruptions, and to perform while others waiting on vehicle.
VISION	<p><u>Far Visual Acuity</u> - As necessary to drive and operate equipment.</p> <p><u>Near Visual Acuity</u> - Necessary for filling out logs, written reports, operating controls on equipment, identifying parts, reading trade manuals, and operating personal computer.</p> <p><u>Peripheral Vision</u> - As necessary for driving and operating equipment safely. Needed while working around moving parts and under vehicles.</p> <p><u>Color Vision</u> - Judges red, green, and yellow traffic lights adequately to drive and colored indicator lights on equipment.</p> <p><u>Depth Perception</u> - Needed to judge distance when driving and operating equipment.</p> <p><u>Night Vision</u> - Same as above when working at night and in poor light.</p>
HEARING	Must be able to differentiate pitches in order to diagnose problems.
SPEECH	Speaks loudly and clearly enough to communicate with coworkers and order parts over the phone. Able to communicate over radio.
STANDING	Sitting while doing office work and some repairs. Generally, would not exceed 25% of work hours. Standing 75-100% of working hours on concrete surfaces.
WORKER MOBILITY / WALKING	Limited when performing some duties.
LIFTING / CARRYING	<p>0 - 10 lbs. - continuous - tools, parts</p> <p>11 - 20 lbs. - frequent - tools, parts</p> <p>21 - 50 lbs. - intermittent - includes engine parts, brake drums, drive line</p> <p>51 - 75 lbs. - intermittent - includes heavy truck components</p> <p>Most lifting is done from floor to waist, to knees, or waist level. Hoist, hand trucks and push carts are available.</p>
PUSHING / PULLING	Frequently push/pulls when using hand tools, moving parts, and using lubricant dispensers.
BENDING	Bends from waist and knees frequently. May bend over the hood of a vehicle. Bends when working on tires, brakes, or when welding.

REACHING / HANDLING	Regular use of hands and wrist. Grips tools several minutes at a time, operates controls on tools and equipment, writes shop orders, requisitions, and enters in logbooks.
TWISTING / CLIMBING / CRAWLING	Twisting required when working under dash or in confined areas making repairs or welding. Climbing required intermittently getting on top of trucks and equipment. First step up is 22-24 in. from ground. Crawling required intermittently getting underneath trucks.
ENVIRONMENTAL FACTORS	Performs a variety of strenuous tasks inside shop and occasionally outside with temperatures varying from 32 degrees or below to 90 degrees or above, sometimes in adverse conditions. Frequently exposed to noise from equipment. Dust, petroleum fumes, solvents, cleaning fluids, and paint are present. Shop has a concrete floor and is heated.
MACHINES / TOOLS/ EQUIPMENT	Hand tools, pneumatic tools, electric drills, tire tools, welding, paint tools, body tools, hoist, transmission jack, come-along, port-a-power for pushing/pulling, hand truck, and forklift.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	Work gloves, welding gloves, helmets, welding screens, and safety glasses. Mayday, CPR, first aid, and defensive driving.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.