



Tahoe Donner Association Job Description

Job Title: Ski Mechanic II
Job Code: 213
Department: Rental Shop
Reports To: Rental Shop Manager
Class Code: 9184
FLSA Status: Non-exempt
Salary Level: Hourly 7
Pay Range: \$13.15 - \$15.15 per hour
File Name: Ski Mechanic II.doc
Prepared Date: 11/8/06, updated 9/30/15, 08/18, 11/18

SUMMARY

The Ski Mechanic II repairs and maintains rental and customer equipment. Also supervises crew of 3-6 people when assistant manager and manager are absent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Collect rental forms from customers and review for completeness.

Distribute skis, boots and poles to customer based on information on form and size of person.

Adjust ski bindings according to binding and manufacturers requirements.

Document equipment types distributed on rental form.

Assist with snow removal including shoveling and clearing snow from walkways, stairs and equipment.

Keep inventory and shop in orderly manner.

Input new inventory into RTP Rental module

Perform all major repairs for customer and rental equipment.

Maintain and tests rental equipment for correct function per industry standards.

Record maintenance and tests done on equipment.

Operate the demo program in the rental shop and selling of demo skis throughout the season.

Administer employee binding certification program.

Administer weekly maintenance log on skis and snowboards.

Administer bi-weekly random binding testing.

Administer records of all ski, snowboarding, and boots.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Certification in ski and telemark binding procedures. Training in snowboard and telemark binding procedures. Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended. Tahoe Donner requires a pre-employment drug test for this position.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

Under direction of Rental Shop Manager, occasionally may supervise 3-6 people in the Rental Shop in the absence of the Rental Shop Manager and the Rental Shop Assistant Supervisor. Carries out supervisory responsibilities in accordance with the organization policies and applicable laws. Responsibilities include training employees and directing work.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

_____/_____
EMPLOYEE SIGNATURE DATE