

Portland Rescue Mission

Position Description for

Vehicle Mechanic

Department: DAH Vehicle Donation Work Location: Drive Away Hunger

Reports To: DAH Manager Revision Date: _____

Employment Status (check boxes as necessary)	<input type="checkbox"/> Regular	<input type="checkbox"/> Full Time	<input type="checkbox"/> Non-exempt	<input type="checkbox"/> Tier-One
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Part Time	<input type="checkbox"/> Exempt	<input type="checkbox"/> Tier-Two
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> On Call		
	<input type="checkbox"/> Volunteer			

Effective Date: _____ Hours: From _____ To _____

General description of work: (short paragraph summary of general work to be performed)

Provides mechanical experience and hands-on expertise to diagnose and complete repairs to donated vehicles.

Essential Functions:

- Diagnose and evaluate donated vehicles and make recommendations to the DAH manager to either repair or not repair vehicles for sale.
- Performs repairs on vehicles as needed or directed.

Knowledge, Skills, and Abilities (points specific to the job)

- ASE certification recommended.
- General practitioner with technical expertise.
- Demonstrated level of mechanical aptitude.
- Experience in evaluating and assessing the reparability of vehicles.
- Broad and general knowledge of vehicle repair.
- A history of experience of hands-on repair.
- Must have a valid driver's license.

Personal Attributes & Values:

- Ability to support the programs of the PRM.
- Impeccable integrity and honesty.
- Neat and clean in appearance.
- Strong team player and self starter.
- A pro-active communicator and problem-solver with a bias towards action.

Equipment Used:

- Mechanic's tools
- Scanner tool for computer diagnostics.
- Floor jacks
- Engine puller

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Dress Code: The Portland Rescue Mission does have a dress code. This will be shared with you at the time of employment.

Handbook: The Portland Rescue Mission's Handbook for Employees will be your guide to all personnel practices and procedures. If you have any questions, please contact the Human Resources Department (CFO).

In any position with the Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Portland Rescue Mission services.

Revisions: The Portland Rescue Mission reserves the right to revise or change job duties and responsibilities as the need arises. Its facilities and vehicles provide a smoke and drug free work environment for all employees and volunteers.

Mission Statement: We exist to share the Word of God and demonstrate the love of Christ to the homeless and needy through Christian ministries.

Employee acknowledgement:

I have received a copy of this job description

Signature

Date