Hermann Park Conservancy
Job Description

JOB TITLE: Train Mechanic
REPORTS TO: Director, Visitor Services
DEPARTMENT: Visitor Services
FLSA STATUS: Full-time, Non-Exempt

OVERVIEW: The Train Mechanic supports the operations of the Hermann Park Railroad by insuring the safe and consistent running of the train. This position will perform regular maintenance, repair, and inspections on train motors, engine systems, braking system, wheels, and track. This position will troubleshoot operational issues with the train and put the train back on the tracks when it derails. This position will support other Conservancy departments by maintaining fleet of golf carts and providing maintenance support for pedal boat operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Perform daily, weekly, monthly, annual, and other required inspections of trains, tracks, and related equipment; taking corrective actions as issues are identified. Inspections are visual as well as auditory.
- Perform scheduled preventative maintenance and unplanned repairs to trains, tracks and related equipment. This may include tasks such as tune ups, lubrication and oil changes, system checks, fluid level checks, replacement of filters and worn parts, and checking gauge of track.
- Maintain train, track, and other equipment records by recording inspections, services, repairs, and component replacements utilizing computerized maintenance management systems.
- Perform inspection checklists faithfully and honestly according to procedure.
- Review technical documents, blueprints, schematics, catalogs, etc., as needed to support train, track, and equipment repair and rehabilitation work.
- Troubleshoot a variety of mechanical, pneumatic, hydraulic and electrical systems and takes appropriate corrective actions.
- Must possess strong safety sensitivity and ability to work with many different types of mechanical devices
- Regularly use hand tools and power tools such as electric drill, drill press, side grinder, porta-band, reciprocating saw, electric hoist, jib crane, gantry crane, band saw, jig saw, torque wrench, and impact wrench.
- Procurement of parts, supplies and third party services.

ADDITIONAL DUTIES AND RESPONSIBILITIES:
- Maintain visual and cleanliness standards of trains, track, maintenance facility, and equipment.
- Clean job site and work area daily or more often, as needed.
- Verify tools and equipment are maintained, cleaned, secured and stored properly at the end of each shift.
- Safely operate the train: visually survey around the track to identify safety concerns; monitor gauges; follow verbal direction from conductor.
- A neat, clean, professional appearance is required at all times.
- Provides training and assistance to co-workers and new hires as necessary.
- Receives and responds to inquiries, concerns and complaints from employees and guests regarding train safety and maintenance.
- Support pedal boat operations by assisting in the maintenance and repair of pedal boat fleet including: draining boats, patching, and adjustment and replacement of paddle wheels and cranks.
- Promote Conservancy activities and events and support all Conservancy operations.
MINIMUM KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

- Working knowledge of hydraulic, pneumatic, mechanical systems and industrial systems (bearings, drives, gearboxes, lifts, chains, belts, motors and pumps).
- Consistently practice safe work habits including, but not limited to the use of personal protective equipment, safe lifting practices and reporting of unsafe situations.
- Basic electrical knowledge and understanding.
- Previous background in welding is beneficial.
- Experience with fiberglass and patching is helpful.
- Must function independently with limited supervision and guidance.
- Ability to maintain dependable work attendance and flexibility with assigned work schedules including any required overtime, evenings, weekends and holidays.
- Ability to work cooperatively with others in a fast paced and sometimes stressful environment.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

COMPETENCIES - 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.

**Interpersonal**
- Responds promptly to customer needs.
- Responds to requests for service and assistance.
- Meets commitments.
- Keeps emotions under control.
- Contributes to building a positive team spirit.
- Supports everyone's efforts to succeed.

**Organization**
- Contributes to profits and revenue.
- Treats people with respect.
- Keeps commitments.
- Works with integrity and ethically.
- Follows policies and procedures.
- Supports organization's goals and values.

**Self-Management**
- Is consistently at work and on time.
- Follows instructions, responds to management direction.
- Takes responsibility for own actions.
- Exhibits sound and accurate judgment.
- Approaches others in a tactful manner.
- Reacts well under pressure.
- Treats others with respect and consideration regardless of their status or position.
- Demonstrates accuracy and thoroughness.
- Looks for ways to improve and promote quality.
- Applies feedback to improve performance and monitors own work to ensure quality.
- Observes safety and security procedures and reports potentially unsafe conditions to management.
- Uses equipment and materials properly.
Language, Math and Reasoning

- Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals. Ability to write reports and correspondence.
- Ability to read/write, comprehend instructions, and communicate in English.
- 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 measurements, volume and distance.
- 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.

EDUCATION, EXPERIENCE, and TRAINING:

- High school diploma, GED, or equivalent
- Must be at least 18 years of age
- Minimum 3 years of experience in automotive/heavy equipment maintenance and repair

CERTIFICATES, LICENSES, REGISTRATIONS:

- The employee must have and maintain a valid driver’s license

PRE-EMPLOYMENT SCREENING:

- The employee is required to take a pre-employment drug test and participate in a random drug testing program.
- This employee is required to take a pre-employment background check.

COMPUTER SKILLS:

- Proficient in Microsoft Office environment including Excel, Word, and Outlook
- Experience with computerized maintenance management systems

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, walk, sit; use hands to finger, handle or feel; climb or balance; and talk or hear.
- Employee must have full use of hands, arms and legs to reach and operate tools and equipment to perform repairs and safety checks
- While performing the duties of this job, the employee is regularly required to move equipment which would include significant pushing, pulling, bending, and lifting
- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Employee must have good hearing and visual acuity to observe unusual sound or noise from train or equipment and/or variation of train or equipment operation, speed, or performance.

VISION REQUIREMENTS

- Close vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet of more)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Depth perception (three dimensional vision, ability to judge distances and spatial relationships).
WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- This position works in an environment with a loud noise level. (Examples: jack hammer work, front row at a rock concert.)
- While performing the duties of this job, the employee is regularly exposed to wet or humid conditions; works near moving and mechanical part; exposed to fumes or airborne particles; and is exposed to vibrations
- While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions including extreme heat; exposed to toxic or caustic chemicals
- While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock.

Note: Nothing in this job specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

How to apply:
Fax or email cover letter and resume to:
Hermann Park Conservancy
Attn: Ron Misrack
Train Mechanic Position
Fax: 713.524.5887
E-mail: rmisrack@hermannpark.org