



**NANTUCKET CONSERVATION FOUNDATION, INC.**

POST OFFICE BOX 13 • 118 CLIFF ROAD, NANTUCKET, MASSACHUSETTS 02554-0013

• TEL 508-228-2884

## **Mechanic**

Title: Mechanic

Classification: Nonexempt

Reports to: **Director of Land Management**

Date: 10/5/21

### **Summary**

Nantucket Conservation Foundation's mechanic performs all necessary repairs to the Foundations equipment under the direction and guidance of the Director of Land Management.

### **Specific Responsibilities**

1. Performs all necessary repairs to the Foundation's fleet. This includes all NCF vehicles, tractors, heavy equipment, small engine repair and cranberry bog machinery
2. Performs proper maintenance and preventative maintenance as necessary
3. Orders parts and maintains garage inventory
4. Performs hydraulic repair and welding
5. Coordinates Dealer recalls as necessary
6. Design a plan of action for all maintenance tasks and upgrades.
7. Maintain work logs, repairs, and maintenance records.
8. Provides accounting of orders to Director of Land Management and Director of Finance

### **Minimum Requirements**

1. High School Diploma or equivalent qualification
2. Certification from vocational school or trade school is preferred
3. A minimum of 2 years experience in similar role
4. In-depth knowledge of vehicle diagnostic equipment and mechanical systems
5. Will be required to lift up to 50lbs. on a regular basis
6. ASE Certification preferred