

POSITION AVAILABLE

Daniel Boone Community Action Agency, Inc. (DBCAA) is looking for a **Mechanic** to join our team!

Position Summary: The Mechanic position is a full-time, hourly position that will require travel to Jackson and Lee Counties. The Mechanic will:

- Perform routine inspections, preventative maintenance, and repair of DBCAA's fleet of vehicles, including cars, vans, trucks, SUVs, etc.
- Perform routine maintenance and repairs on transit vehicles, including engines, brakes, oil changes, tires, etc.
- Diagnose and troubleshoot mechanical issues to ensure timely repairs
- Maintain detailed and accurate records of all work performed.
- Ensure all work complies with safety regulations and industry standards, including ensuring vehicles are following DOT and other regulatory requirements
- Work closely with the maintenance team to ensure smooth operations of DBCAA's transportation services, assisting with other maintenance-related tasks as needed
- Order and manage inventory of necessary parts, tools, and supplies for repairs and maintenance
- Adhere to safety standards and protocols while working with agency vehicles
- Maintain and adhere to all policies of DBCAA
- Perform other duties as assigned by the supervisor or Executive Director

Minimum Applicant Qualifications:

- Valid Kentucky driver's license
- Clear driving record
- Clear background check
- Pre-employment and on-going drug testing required
- ASE Certification preferred.
- Minimum of 5 years of experience in automotive repair or related field
- High School Diploma or equivalent
- Strong diagnostic and troubleshooting abilities
- Proficient in the use of mechanical tools and equipment
- Ability to work independently and prioritize tasks effectively
- Strong attention to detail and quality of work
- Knowledge of safety procedures and best practices in vehicle maintenance
- Must be able to lift heavy parts (up to 50 pounds), bend, kneel, push, pull, and stoop

Benefit Package:

- Health Insurance
- Dental Insurance
- Life Insurance
- Kentucky Public Pensions Authority (KPPA) retirement system
- Paid time off including holidays, personal & sick leave

Wage: Based on experience

Application Process:

Applications must be received by **4:30 PM EST Friday, April 11, 2025**. Qualified applicants may submit an application by email to info@danielboonecaa.org or drop off in person, or by mail to Attn: Human Resources Director, Daniel Boone CAA, Inc., 1535 Shamrock Road, Manchester, KY 40962.

For an application, please visit our website at:

https://danielboonecaa.org/wp-content/uploads/dbcaa_job_application.pdf, call the DBCAA Human Resources Director at (606) 598-5127, email info@danielboonecaa.org, or stop by one of our locations.

Daniel Boone CAA, Inc. does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, veteran status, genetic information, marital status, retaliation, citizenship, sexual orientation, familial status, or any other legally protected characteristic.

An Equal Opportunity Employer

