



## POSITION DESCRIPTION

**Position Title:** *MECHANIC*  
**Reports To:** Fleet Manager, Operations Manager or Area Manager  
**Responsibilities:**

*Each position's major objective is to perform responsibilities in accordance with the Company's Corporate Values & Mission Statement: "SERVICE to our customers, employees, communities, and shareholders is the reason our businesses exist. In this service we deeply value: HONESTY, EXCELLENCE & CONTINUOUS IMPROVEMENT. We commit to work together fairly and safely, holding these values for the common good."*

### Major Responsibilities:

1. Ensures company equipment is operational and meets all company and government regulations, policies and procedures pertaining to safety, DOT and environmental.
2. Using available technology to completely and accurately document the servicing of vehicles in the most cost efficient but effective manner.
3. Maintains equipment and work area in a clean, neat, organized and professional looking condition.
4. Travels to job sites on an as needed basis to repair equipment and perform periodic maintenance.
5. Maintains the equipment parts inventory.

### Specific Duties:

1. Ensure equipment is operational by scheduling & performing routine preventative maintenance and repairs.
2. Document equipment service records including routine maintenance and repairs.
3. Repair heavy equipment as needed to ensure operating capacity.
4. Purchase and inventory parts and supplies for equipment.
5. Secure the most competitive price for a quality product and receive discounts on trade-ins.
6. Work with the Fleet Manager, Operations and/or Area Manager to ensure safety features of the equipment is properly working.
7. Adequately train employees on new procedures, processes, equipment features, etc.
8. Respond in a timely manner when problems with equipment occur.
9. Travel to job sites or plants to service or repair equipment when requested and perform periodic maintenance.
10. At the end of each day, clean and order the work area and return tools and equipment to its proper place.
11. Abide by the safety rules of state and federal regulatory agencies and the Company.
12. Portray a positive and accommodating attitude towards peers, superiors and customers.
13. Exhibit good decision-making skills.
14. Other duties or special projects as assigned by my management.