



JOB TITLE: Mechanic		
REPORTS TO: Maintenance & Facility Manager		
LOCATION: Roanoke Yard	HOURS: 6:00am – 5:00pm	

JOB SUMMARY:

Perform maintenance and repairs on company vehicles and equipment in compliance with standard operating procedures (SOPs), EMS, Manufacturer, DOT and safety precautions. Maintain cleanliness of maintenance workshop and equipment.

ESSENTIAL JOB FUNCTIONS:

- Perform preventive maintenance on company vehicles, such as pick-up trucks, dump trucks with pup trailers, and end dump trucks. Check tires and fluid levels; change oil, adjust fluid levels, air tires, change belts, replace light bulbs and batteries and check major components and systems and overall working condition of vehicles.
- Troubleshoot and perform repairs on company vehicles, including hydraulic, air conditioning, pneumatic and electrical repairs. Repair and/or replace drive trains, axles, wheels, bearings, cylinders and tarps.
- Troubleshoot and perform preventive maintenance and repairs on farming and construction equipment, such as front-end loaders, forklifts, cranes, Bobcats, spreaders, tractors, backhoes, lawn mowers, bulldozers and other related equipment used for company operations.
- Complete maintenance and repair activities according to standard operating procedures (SOPs), Manufacturer, DOT and in compliance with Occupational Safety and Health Administration (OSHA) regulations.
- Clean and maintain maintenance workshops, vehicles and equipment.
- Operate equipment, such as pick-up truck, front end loader, forklift, crane and Bobcat.
- Weld cracks in steel on equipment.
- Assist Maintenance Supervisor with major vehicle and equipment repairs.
- Review submitted work orders to plan work activities. Complete work orders with work performed and submit to Maintenance Supervisor.
- Complete daily work activity list.
- Complete purchase orders for needed parts and pick up parts.

SUPPLEMENTAL RESPONSIBILITIES:

- Transport equipment to and from work sites as necessary.
- Assist Maintenance Supervisor in training new Mechanics on standard operating procedures (SOPs).
- Maintain communication with the Maintenance Supervisor as needed throughout the workday.
- Assist with special projects and other tasks as assigned.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

Two years of mechanic experience on a variety of vehicles and construction equipment required; welding experience preferred. Must have a valid Texas driver's license.

Mack and ASE certifications are preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

Must have knowledge of operation, maintenance and repair of trucks, farm machinery and construction equipment. Must have the ability to:

- Perform daily tasks and diagnostics using a computer software system.
- Read and interpret mechanical diagrams/diagnostics via computer or electronic media.
- Troubleshoot and perform mechanical, air conditioning, hydraulic and welding repairs.
- Analyze and manipulate data in schematics.
- Perform a variety of tasks simultaneously and with repeated interruptions without loss of focus or efficiency.
- Complete tasks with sustained attention and a high degree of accuracy.
- Perform precision work within set limits and standards.
- Complete tasks within required timeframes and meet established deadlines.
- Accept responsibility for the execution of an activity.
- Complete job responsibilities according to well-defined policies and procedures under general supervision.

**PHYSICAL/SENSORY DEMANDS**

The responsibilities of this position require the ability to sit for extended periods of time while driving a vehicle or operating equipment, stand and walk continuously while performing equipment maintenance and repairs, frequently bend, and occasionally climb, squat, kneel and lift, carry, push or pull up to 50 pounds. Must be able to see, talk, and hear to fulfill the essential job functions of this position.

WORKING CONDITIONS

This position is required to drive a vehicle to/from various company facilities and work sites, work in buildings with high noise levels and uneven or uncomfortable temperatures and work outside with exposure to extreme temperatures and external elements, such as dirt, dust, fumes and noises. The position may be exposed to mechanical hazards and communicable diseases. This position typically works long, irregular hours, typically from 6:00am to 6:00pm, but hours may vary as necessary to meet the demands of the business. Night and Weekend "On-Call" is rotated weekly per mechanic.