

Job Title: Shop / Field Mechanic

Department: Operations

FLSA Status: Nonexempt

Reports to: Mechanic Manager

Position Summary

Ability and knowledge from previous experience and/or schooling to maintain, repair, and service all types of heavy equipment (Dozers, Excavators, Off Road Trucks, water pumps, etc. in addition to DOT dump trucks, tractors, and trailers. Knowledge in engine overhauls is a plus. Must be able to supply your own tools and work both in the shop and out in the field to perform the work. All work is local with the Houston general area. Must have at least 4 years of technical school or on the job combined experience.

Position Responsibilities:

- Diagnose and Perform routine maintenance and repairs as necessary on all types of Diesel equipment in compliance with the manufacturers' and company's schedules
- Analyzes mechanical and operational problems on assigned equipment and ability to schedule corrective action. Makes necessary corrections and running adjustments to maintain maximum production and quality.
- Repairs and maintains tractor trailer truck cabs and trailers, company automobiles, pick-up and delivery trucks.
- Inspects and maintains electrical systems and control.
- Uses hoist wrenches, gauges, drills or grinders, or other specialized auto mechanic tools and equipment.
- Maintains part usage records and orders repair parts from designated suppliers.
- Examines, tests, and measures product from assigned equipment for quality specifications, using gauges and instruments, and records data on appropriate forms. Checks product for visual defects.
- Makes preventive maintenance check and inspection of assigned equipment, report's findings to supervisor and takes appropriate action.
- Examines defects and analyzes spoilage causes and, where possible, takes corrective action. Analyzes and records cause of production delays on daily production report.
- Instructs and directs any maintenance trainees assigned.
- Perform Inspection and perform repairs on any area of the heavy equipment and trailers.
- Responsible for shop cleanliness, Company Truck safety and compliance
- Applies knowledge and works in accordance with DOT, Environmental Protection Agency (EPA), Interstate Authority, Occupational Safety and Health Administration (OSHA) and other rules and regulations
- Perform safety inspections of equipment and prepare safety documentation required
- Diagnose and repair mechanical and electrical problems according to manufacturers' recommendations and specifications.
- Maintain complete personal tool inventory necessary to perform functions.
- Inspects and tests equipment at prescribed intervals of time or usage or because of breakdown or malfunction. Immediately removes from service any potentially dangerous equipment.
- Disassembles, inspects, and replaces worn or broken parts. Grinds and fits parts as required to maintain or overhaul motors, transmissions, clutches, rear ends, steering devices, brakes and wheels, lifts, hoists, and hydraulic systems.
- Test drives repaired equipment before turning over to operators.
- Changes, charges and maintains battery fluid at prescribed level. Cleans battery connectors.
- Maintains records of vehicle maintenance and parts usage. Orders repair parts from stores department or designated outside suppliers.
- Perform undercarriage inspections, check bucket wear and cause of failure to pin, bushings to buckets.
- Must demonstrate and maintain an excellent record of punctuality and attendance.
- Perform other duties as directed by supervisor.



Position Essential Skills

- Ability to understand and follow oral and written directions.
- Ability to read alpha and numeric; ability to use simple math.
- Must be able to work flexible schedule (including weekends, holidays as necessary)
- Have attention to detail
- Stay current on equipment and technologies that enhance productivity
- Ability to weld and cut with stick and/or MIG machine.

Position Qualifications:

- Must have at least 4 years of technical school or on the job experience.
- Must be able to wear protective equipment such as goggles, face shield and gloves.
- Ability to work alone, exercise independent judgment, use problem-solving skills and complete jobs within factory flat-rate time.
- Demonstrated experience in general heavy truck repair for commercial fleet operations, including trailer repair, diesel engine system diagnostics and preventative maintenance for tractor mechanics
- Able to do heavy lifting, pulling (up to 50 pounds) or working in awkward positions or lying on back on auto mechanic's "creeper," working beneath truck.
- Ability to use hand tools and trades type tools.

Reporting to this position: No direct reports

Position Physical demands and Work environment: The Physical demands and work environment characteristics 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.

- **Physical demands:** While performing duties of the job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Exposure to all types of weather, including extreme heat and cold. Manual dexterity required to operate equipment and perform maintenance operations. The ability to lift 0-50 pounds. Frequently works in a crouched position or on back lying on mechanic's dolly beneath motor vehicle equipment; subjected to dust, dirt, and grease. The ability to physically and mentally perform the essential functions of the position, with or without reasonable accommodation. The ability to report to work on a regular basis. Good visual acuity to obey hand signals and to maintain log book. Specific Vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work requires frequent stooping and bending
- **Work Environment:** This position is outside in the field and shop. The noise level is high and weather conditions vary from very hot to cold.

General sign-off

The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

** This job description is not an exhaustive statement of duties, responsibilities, or requirements and does not preclude management’s authority to add or change duties or responsibilities. Individuals requiring accommodation should contact a Human Resources Representative.

I have read and understand this explanation and job description

Signature: _____ Date: _____

Name: _____

