

Position Summary

Ability to build upon previous mechanical experience to perform machine maintenance work and repairs. Ability to assist mechanic in performing manual repair on heavy equipment (Dozers, Excavators, Water Pumps, Tractors, Off Road Trucks and DOT over the road tractors and trailers. Work would include repairing tires and changing tires as needed to include changing brakes and drums on DOT vehicles and adjusting slack adjusters as needed addition to trouble shooting electrical repairs and removing large hydraulic cylinders. Position requires someone with a minimum of 2 years or mechanic helper experience or technical schooling. Person will have the ability to learn from experiences mechanic staff. Person needs to be motivated to pursue a career in the mechanic field and continue to learn and work with others that have more experience. Must be able to follow direction and read and write and be detail oriented. Only those applicants that are serious about furthering their career in this field should apply.

Position Responsibilities:

- Performs manual tasks such as assisting mechanic in carrying machine parts and tools and materials to and from the job, lifts and holds parts, cleans up work areas, etc.
- Helps mechanic or others with dismantling, overhauling, and assembling of equipment and machinery.
- Ability to perform preventative maintenance on equipment and change Fuels, oils, and greases motor vehicles; changes filters, etc.
- Under direction of the tradesperson, cuts, grinds, and files parts of metal stock. Operates metal handsaw. Uses pedestal or drill press and other items needed to make the repair.
- Ability to clean and wash equipment and machinery. Scrapes paint, grease, and accumulated material from equipment.
- Performs routine oiling and greasing of maintenance shop equipment.
- Sharpens and reshapes drills, chisels, scrapers and redresses rough grinding wheels.
- Must demonstrate and maintain an excellent record of punctuality and attendance.
- Perform any other duties as assigned.

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, etc.)
- Have attention to detail
- Must be a person dedicated to the job and outcome of every task assigned.

Position Qualifications:

- 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.
- 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. The noise level is high and the temperatures 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: _____

