

JOB DESCRIPTION

DEPARTMENT: Service

JOB TITLE: Mechanic

REPORTS TO: Service Management

PURPOSE: The purpose of this job is to diagnose and repair vehicles encompassing malfunctions and preventive measures to assure quality, reliable repairs meeting all legal requirements in accordance with company guidelines and procedures.

JOB DUTIES:

Repair Duties:

- Determine needed vehicle repairs including the following:
 - Interpret information from work order
 - Perform a physical inspection of the vehicle diagnosing the problems
 - Communicates to the Shop Foreman Service Manager any repair/preventative maintenance needed which is not noted on the work order
- Determines necessary parts needed to complete repairs and initiates part(s) order following established company policies and procedures including information such as model number and part description.
- Repair vehicle; disassemble and reassemble in proper sequence, making necessary component adjustments to complete service of vehicle
- Check old parts for re-use.
- Verify all service work has been performed and completed based on established quality in job standards

Documenting Duties:

- Documents the following in servicing vehicles such as:
 - Summary of actual work performed
 - Records detail of any unusual circumstances
 - Records parts ordered/needed and shop supplies used
 - Notes on work order any additional work needed

Miscellaneous Duties:

- Parks vehicle where instructed when job is complete as requested
- Properly disposes of old parts, cleaning up work area according to established guidelines and procedures

JOB REQUIREMENTS:

1. Knowledge and ability to perform heavy duty truck/trailer repair and maintenance.
2. Knowledge and ability to operate power and hand tools and other equipment used in servicing vehicles in accordance with safety procedures.
3. Ability to move freely throughout the service area, including continuous physical effort; climbing in/out of truck cabs, underneath trucks, bending, walking, manipulating tools/equipment, etc.
4. The ability to drive a vehicle, obtain and maintain a CDL (commercial drivers license) and appropriate endorsements.
5. Ability to effectively communicate orally and in writing within the department and other areas of the company as necessary.
6. Ability to interpret and work from oral and written instructions.
7. Ability to perform basic math calculations.
8. Ability to legibly document data for record keeping purposes.
10. Basic analytical ability to determine appropriate required procedure when determining needed repairs.
11. Knowledge and ability to implement all safety procedures in accordance with established policies and procedures.
12. Ability to remain calm and professional during peak periods of activity.
13. Knowledge of organizational abilities and the ability to manage multiple tasks simultaneously.
14. Ability to work daily and overtime as required.
15. Ability to assist in other work related areas as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8 Hour Day (may be longer during peak season)

Key: Occasional = 0% to 33% N/A = Not Applicable
 Frequent = 34% to 66%
 Continuous = 67% to 100%

Standing Frequent
 Sitting Occasional
 Walking Frequent
 Bending/Kneeling/Crouching/Stooping Frequent
 Reaching Above Shoulder Frequent
 Climbing (stairs, ladders, etc.) Occasional
 (See specific standing, sitting, walking, climbing requirements attachment)

Working on Heights:
 Unprotected Heights Occasional
 Protected Heights N/A

Lifting:
 Lifting Weights from 0 to 100 Pounds Occasional
 (See specific Lift requirements attached)

Push/Pull/Maneuver Equipment/Products/Materials: Frequent
 Weighing from 0 to 100 Pounds
 (See specific Push/Pull requirements attached)

Being Around and/or Operating Moving Machinery/Equipment Continuous

Operating a Vehicle (as a part of your job) Occasional

Read/Monitor Gauges on Various Equipment/Machinery Frequent

Hand Movements:
 Recording Data Occasional
 Operating Office Equipment Occasional
 Operating Computer Occasional
 Simple Grasping (right and left) Frequent
 Firm Grasping (right and left) Frequent
 Fine Manipulating (right and left) Occasional
 (See specific hand movement requirements attached)

Foot Movements to Operate Foot Controls Occasional

Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties YES

Color Definition Required: Occasional

Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties YES

Mobility: Ability to be mobile throughout required work areas; please indicate frequency such as occasionally, frequently, or continuous.

Office Occasional
 Multiple Locations N/A
 Plant N/A
 Equipment/Maintenance or Repair Area Continuous
 Rough Terrain Occasional
 Other Customer Site

BASIC PHYSICAL REQUIREMENTS:

Standing, Sitting, Walking, Climbing Requirements:

- Employee must access box lights to service same. Requires climbing ladder up to 24 rungs/hr. in 8hr.
- Employee must access cab interior to service same. Requires climbing stairs up to 18 steps/hr. in 8 hr.
- Requires walking up to 1.4 mi., in 8 hr. to access back parts counter, tool room, wash rack, trucks in lot, all areas of truck to service same.
- Employee must access truck equipment (chassis spring, cab mount) to service same. Must access spaces with entries 20" x 14".
- Employee must access equipment (brake chamber) to service same. Requires repetitive assumption of posture to access a point 12 in. from the ground, up to 28/hr.
- Employees must access under truck to service/replace equipment (transmission, suspension). Must work in spaces with 14 in. headroom.
- Employee must sit to drive trucks in/out of shop; operate forklift. Requires tolerance of seated posture up to .5 hr. per 8 hr.
- Employee must stand to service trucks; operate overhead crane. Requires tolerance of standing posture up to 7.5 hr., over 8 hr.

Lifting Requirements:

- Employee must transfer power tools, hand tools from floor to area of need; must install small parts (air filters). Requires vertically transferring same weighing 10 lbs., from 6 in. to 72 in., up to 30/hr.
- Employee must transfer small parts (pistons/rods) from floor to wheel to area of installation. Requires vertically transferring same weighing 25 lbs., from 2 in. to 44 in., up to 12/hr.
- Employee must transfer parts (alternator) from floor to area of need to install same. Requires vertically transferring same weighing 35 lbs., from 4 in. to 55 in., up to 1/hr.
- Employee must transfer parts (alternator) from back parts counter to area of installation. Requires horizontally transferring same weighing 35 lbs., 1/hr., distance of 50 ft. without mechanical assistance.
- Employee must remove/replace batteries. Must transfer batteries from floor to installation area. Requires vertically transferring same weighing 5 lbs. from 6 in. to 36 in., up to 6/hr.
- Employee must "tip" spring up to install same. Requires vertically transferring same weighing 80 lbs., from 2 in. to 45 in., up to 2/hr.

- Employee must install parts (brake drums). Must transfer parts from floor to area of installation. Requires vertically transferring same weighing 100 lbs. from 2 in. to 24 in., 4/hr.

Push/Pull Requirements:

- Employee must transfer large parts (transmission) on dolly to/from truck, to/from tool room. Must horizontally transfer same requiring a force of 60 lbs., 1/hr. a distance of 100 ft.
- Employee must use torque wrench to tighten equipment (cylinder heads) to specification. Must horizontally transfer same requiring forces of 100 lbs., 48/hr., a total of 3 ft.

Hand Movement Requirements:

- Employee must grease zerks, remove/install truck parts. Uses pneumatic tools (grease gun, impact wrench, drills) requiring coupling forces of 15 lbs. up to 90/hr.

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to analyze situations to determine the appropriate service needs of the customer and problem solving abilities in performing the repairs/maintenance. Calculating abilities, logical thinking and common sense are also necessary to accomplish these duties.

WORKING CONDITIONS AND EXPOSURES:

General truck maintenance/repair shop working conditions exist. Wide range of temperature variance, occasional need to be outdoors parking/test driving vehicles. Minimal exposure to elements or chemicals such as freon, diesel fuel, ether and gasoline.

Working conditions include moving machinery/equipment and moving throughout the service area, exposure to noise, vibration, odors, paint fumes and exhaust fumes from trucks.

TRAINING

Safety:

Right to Know
Personal Protective Equipment
Lock Out - Tag Out
Emergency Procedures
Hazardous Materials/Chemicals

Other:

On the Job Training
Employee Handbook

JOB QUALIFICATIONS:

Education: High School Degree, 2 Year Technical School preferred, CDL (commercial driving license) with tractor trailer endorsements preferred.

Experience: On-the-job experience may be substituted for technical school

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION
ACKNOWLEDGEMENT

Job Title: Mechanic

YES ____ NO ____

I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____

I understand the requirements of this job.

YES ____ NO ____

I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature