

**TRUCK MECHANIC**

Reports To: Heidi Cole

Non-Exempt

**SUMMARY:**

The Truck Mechanic is primarily responsible for repairing and maintaining diesel and gasoline industrial trucks.

**ESSENTIAL FUNCTIONS:**

- Reads job order and observes and listens to truck in operation to determine malfunction and to plan work procedures
- Examines vehicle and discusses with service writer/manager nature and extent of damage or malfunction
- Raises vehicle, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle
- Removes unit such as engine, transmission, or differential
- Disassembles unit and inspects parts for wear
- Repairs or replaced parts such as pistons, rods, gears, valves, and bearings
- Rewires ignition system, lights, and instrument panel
- Adjusts brakes, replaces shock absorbers
- Replaces headlights, and installs and repairs accessories such as radios, heaters, mirrors and windshield wipers
- Installs new ignition systems, changes or recharges batteries, and replaced transmissions and other parts
- Overhauls diesel engines
- Examines protective guards, loose bolts, and specified safety devices on trucks, and makes adjustments
- Lubricates moving parts and drives repaired truck to verify conformance to specifications
- Performs skilled repair or maintenance operations, using equipment such as hand or power tools, hydraulic presses or shears, or welding equipment
- Responsible for supporting a positive, professional, team-oriented, harassment-free work environment by understanding and complying with the Employee Handbook and Safety Policy/Manual and all Human Resources policies, and by demonstrating the Company's values and being a role model for the Company Brand

**ADDITIONAL DUTIES:**

- May perform additional duties as assigned or directed by management from time to time

**EDUCATION/EXPERIENCE REQUIRED:**

- One year certificate from college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.

**REQUIRED COMPETENCIES:**

- Analytical – collects and researches data; uses intuition and experience to complement data; designs work flows and procedures

- Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics
- Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget;
- Customer Service – manages difficult customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments
- Written Communication – Writes clearly and informatively; edits work for spelling and grammar, varies writing style to meet needs; presents numerical data effectively

**PHYSICAL DEMANDS:**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit, bend, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. In addition the employee is regularly required to climb trucks and ladders.

The employee must occasionally lift and/or moved up to 25 pounds and must utilize the team lift for all items 50 pounds and more.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment is characteristic of a Diesel Mechanic Shop with ample ventilation and lighting. Noise level in the work environment is usually moderate and at times maybe loud.