



Mechanic
Job Description
May 2023

FLSA Classification: Non-Exempt (Part-Time or Full-Time)

Summary of Position

Setting up, maintaining, and repairing heavy equipment, Snow equipment, and company vehicles. Troubleshoot equipment issues, performing repairs, general equipment maintenance, and inspections. This position can be full-time or part-time and there is flexibility in working hours, dependent upon the time of year and weather. A company service truck will be available for field repairs.

Responsibilities

Essential Functions

- Conduct regular maintenance and repairs on heavy equipment, snow removal equipment, sidewalk equipment, and company vehicles.
- Examine company equipment and oversee diagnostic tests to determine functionality problems.
- Design a plan of action for all maintenance tasks and upgrades.
- Coordinate work logs, repairs, and maintenance records with management.
- Monitor inventory and notify management of parts and supplies needed.
- Perform field service calls as needed.

Knowledge and Skills

- High school diploma or equivalent qualification needed. Certification from a vocational school or trade school is preferred.
- A minimum of 2 years' experience in a similar role.
- Solid knowledge of basic mechanic's tools, service, and diagnostic methods.
- Knowledge of heavy machinery, diesel engines/equipment, 12v electrical systems, and sidewalk equipment with small engines needed. Experience with Snow removal equipment a plus.
- Strong attention to detail with an aptitude for problem-solving.
- Excellent communication and documentation skills.
- Having your own tool set is a plus.

Work Environment/Physical Demands

- Physical and mental endurance required and ability to work in all types of weather and conditions.
 - Travel, mostly driving a company service truck, to field locations in all types of weather and conditions.
 - The ability to sit, stand, bend, reach, push, pull, ascend/descend stairs, and walk for various lengths of time during business hours.
 - The ability to lift at least 50 pounds if needed.
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