



Mechanic Job Description

Position Title: Mechanic

Job Summary:

The person in this position is responsible for ensuring that all of the trucks and trailers' PMs are current, appearance of trucks (inside and outside), and ensuring that costs are controlled and monitored as well as necessary paperwork is appropriately filed for DOT purposes.

Task Required on the Job:

- Maintain fleet of trucks and trailers
- Keep track of tools and equipment
- Fill out paperwork
- Control costs
- Train drivers on routine maintenance / pre-trip inspections
- Develop policies and procedures as needed
- Maintain frequent contact with management staff and employees
- Provide checks and balances
- Assist in the development and use of budget/fiscal and inventory control programs
- Ensure all administrative requirements are completed in a timely manner

Qualifications for this job:

- Knowledge of trucks and trailers (roll/off, end-dump, tanker, vac tanker, van and flat bed)
- Minimum of 5 years mechanic experience