

## **JOB DESCRIPTION: MECHANIC**

### **CLASSIFICATION PURPOSE**

This non-exempt job classification is responsible for troubleshooting, performing, and evaluating all service and repair activities of equipment, related tools, and street-legal vehicles in a safe, timely, and cost-efficient manner; perform related work as required.

### **ESSENTIAL FUNCTIONS**

*The examples of functions listed in this job description are representative, but not necessarily exhaustive, of any one position in this job classification. Management may assign other functions not listed herein at its sole discretion.*

- Troubleshoots mechanical systems including fuel, electrical, brakes, charging system, A/C, hydraulics, engine cooling, transmission, drive lines, engine, and smog;
- identifies system components, determines component failure, and isolates components in a system;
- reads and understands complex mechanical schematics;
- removes, replaces, and/or repairs system components as needed;
- repairs/rebuilds hydraulic systems including cylinder/valves, hoses, and piping;
- performs major and minor mechanical repairs on all company-owned equipment including brakes, suspension, engine repair/rebuild, repair mechanical systems, gears, belt drives, electrical, welding, custom fabrication, and component swap;
- diagnoses pneumatic brake systems and regulators on CDL vehicles;
- performs DOT Inspection on commercial fleet;
- completes all DOT required inspection, and repairs and fill out reports and update file upon completion of service inspection.
- repairs, replaces, and/or performs preventative maintenance on engines, equipment, and tools;
- conducts mechanical diagnostics, equipment repair, and safety inspections of various systems including brakes, suspension, electrical and hydraulic, diesel, gas, 2-cycle, and 4-cycle motors, as well as on-road and off-road equipment;
- maintains equipment, parts, and supply inventory;
- maintains the shop, tools, yard and equipment in a clean and orderly fashion;
- responsible for yard organization, material bins, waste piles, loading and unloading;
- demonstrates efficient improvement of light-duty landscape equipment (e.g., mowers, weed-eaters, hedge trimmers), heavy-duty landscape equipment (e.g., trenchers, skid steers, chain saws), and related tools (e.g., pruners, saws, loppers);
- relies on manufacturer diagrams, sketches, operation manuals, and specifications to guide proper troubleshooting, repair, or replacement;
- uses hand tools, power tools, and precision-measuring and testing instruments;
- reviews equipment reports;
- lists all concerns on a work order to ensure concerns are noted and addressed.
- completes an operational evaluation on machinery to identify potential areas needing repair;
- determines course of action required for repair/service and establishes a timeline needed to complete;
- develops a list of parts needed and source from local supplier;
- reviews work orders prior to beginning work on equipment;
- reviews equipment repair after unit has been completed, and reviews the work that was performed as well as the parts that were used and hours logged;
- lubricates and cleans parts;
- maintains efficiency of Lockout/Tagout Program;
- complies with all policies, procedures, and performance goals;
- ensures that all safety laws, policies, and practices are met;
- ensures all work meets company quality standards;
- solicits feedback to improve current business processes;
- maintains service logs and records of preventative maintenance for all equipment;
- attends weekly safety meetings;
- demonstrates professional understanding of hazardous substances, PPE, and OSHA compliance;
- provides excellent service (e.g., accurate, complete, and timely) to vendors, work-site partners, and company staff in a courteous and efficient manner.

## **COMPETENCIES**

- **Safety:** Ensures compliance with all aspects of the company's safety program; role models safety principles at all times; understands the contribution safety makes to employees, team morale, and gross margin.
- **Results Oriented:** Maintains focus on outcomes; is proactive and goal oriented; concentrates on meeting objectives, delivering to the required time, cost, and quality; holds performance as more important than process; sets specific, measurable, and relevant goals and takes efficient action to accomplish success.
- **Mechanical Operations:** Accurately diagnoses and repairs equipment, tools, and vehicles; keeps preventative maintenance schedules; tracks documentation, warranties, and agreements.
- **Time Management:** Works efficiently; maintains resources in an orderly system to ensure time is valued; tools, records, and information are well organized and easily retrieved when needed; is deliberate and goal oriented.
- **Hazard Communication:** Follows all chemical procedures, SDS information, and label instructions; complies with emergency reporting procedures; can define and identify hazardous substances.
- **Customer Service:** Consistently exceeds customer expectations; keeps customers well-informed, listens to them attentively, and addresses their concerns; enacts a personal approach to customer service.
- **Interpersonal Skills:** Treats others with respect, collaboration, and support in such a way that work relationships are improved and morale is increased; is approachable; has effective communication skills.

## **EDUCATION/EXPERIENCE**

An example of the preferred education, training, and/or experience that demonstrates possession of the knowledge, skills, and competencies for this position includes: two (2) years of experience performing mechanical troubleshooting, repair, and maintenance of landscape equipment, tools, and vehicles demonstrating the qualifications identified above.

## **ESSENTIAL PHYSICAL CHARACTERISTICS**

*The physical characteristics described here are representative of those that must be met by a team member to successfully perform the functions required by this job classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the functions of this job classification, on a case-by-case basis.*

Frequently stand, walk, or crouch on narrow and/or slippery surfaces; standing, bending, and stooping; turning and flexion and twisting of the neck and waist side-to-side, and strenuous physical activities; carry objects weighing up to 50 pounds; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range.

## **SPECIAL NOTES, LICENSES AND CERTIFICATIONS**

**Pre-employment:** Incumbents must sign the Confidentiality, Non-disclosure, and Non-solicitation Agreement prior to their first day on the job.

**License:** A valid Class D driver's license is required of this job classification. Required to obtain a hydraulics license within six months of employment.

**Language:** Fluent English communication skills are required.

**Certifications:** No certifications are required of this job classification.

**Working Conditions:** Work is predominately in an in-door industrial environment exposed to varying temperatures, weather conditions, and noise levels; exposure to dust, pesticides, herbicides, grease, oils, fuels, dust, fumes, and electrical currents.

**Background Investigation:** Incumbents must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates may be subject to a background investigation and/or drug test.

**Introductory Period:** Incumbents appointed to this job classification serve an introductory period of three months.

## **KEY PERFORMANCE INDICATORS**

The Key Performance Indicators for this position will be specified at the time of appointment.