



## Job Description

<b>Job title</b>	Swing Shift Mechanic
<b>Reports to</b>	Lead Mechanic

### Job Purpose

The Mechanic maintains service operations by inspecting and maintaining vehicles.

### Roles and Responsibilities

- Keeps equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, replacing filters.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Maintains vehicle records by recording service and repairs.
- Keeps shop equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Accomplishes maintenance and organization mission by completing related results as needed.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### Competencies

- Technical Capacity
- Problem Solving/Analysis
- Leadership
- Discretion

### **Required Education and Experience**

Qualifications:

- High School diploma or GED.
- Minimum five years experience as a mechanic having worked on all types of vehicles to include large equipment.

### **Work Environment**

Work is performed mostly in a large, enclosed shop and small office, but exposed to some weather conditions that may be noisy, wet, cold, dirty and dusty.

### **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.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing for a good portion of the day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are Monday through Friday, (11am – 8pm). Periodically, hours may be extended to also include weekend work as needed.

### **Travel**

No over-night travel is expected for this position. Local travel is occasional to frequent.

### **Direct Reports**

None