

Name	Supervisor / Reports To	Division/Department
	All Project Managers	Warehouse
Job Title	Shift	Date Written
Mechanic	Day	
General Description		
To inspect, maintain, and repair company vehicles/trailers and maintain all DOT records/paperwork for all vehicles/trailers.		
Essential Duties		
<ul style="list-style-type: none">• Inspect company vehicles engine and mechanical/electrical components monthly• Conduct routine maintenance work for vehicle reliability & longevity• Schedule future maintenance sessions and advise office on out-of-service time frames• Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks)• Perform & document annual DOT inspections on all company vehicles/trailers• Keep logs on work and issues• Maintain equipment and tools in good condition• Turn in all receipts and invoices in a timely manner w/vehicle number on it• Coordinate outsourced repairs• Maintain DOT log books, insurance, registration and other legal documents for compliance• Submit and recommend action for the approval of large repairs		
Purpose		
To ensure all vehicles meet DOT standards and all vehicles/trailers are safe for our techs to drive daily.		
Minimum Requirements		
<ul style="list-style-type: none">• Proven experience as auto mechanic• Knowledgeable in mechanical, electrical and electronic components of vehicles• Working knowledge of vehicle diagnostic systems and methods• Ability to handle various tools and equipment• Observes safety precautions for dangerous fluids/chemicals, etc.• Able to work in small spaces, various physical positions and lift 80lbs• GED and Certification from a vocational school• Valid certification (e.g ASE) is a definite plus		

I have reviewed this job description and understand these are the tasks I will be expected to perform.

Employee Signature

Date