



## **TRUCK & TRAILER MECHANIC**

**Job Title:** Truck & Trailer Mechanic  
**Department:** 700 – Truck and Trailer  
**Full-Time or Part-Time:** Full-time  
**Reporting:** Service Manager  
**Status:** Non-Exempt

### **SUMMARY**

The Truck Mechanic repairs trucks, trailers and other motorized company vehicles. Mechanics repair virtually any part on the vehicle or specialize in trucking or refrigeration mechanics. This type of work involves use of special equipment and tools to perform inspections and needed repairs or refurbishments to trucks and trailers. The mechanic will also test and verify that all repairs function properly.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Follows all company and department policies and procedures.
2. Examines vehicles to determine extent of damage or malfunction.
3. Services, repairs, adjusts and test machines and devices with moving parts and equipment to ensure they operate primarily based on the mechanical principal.
4. Repairs, relines, replaces and adjusts brakes.
5. Observes and tests system operations using gauges and instruments.
6. Dismantles malfunctioning systems and tests components using mechanical and pneumatic testing equipment.
7. Adjusts and replaces worn or defective mechanisms and parts and reassembles repaired systems. Follows checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brakes and fuel systems, wheel bearings and other potentially troublesome areas are repaired and replaced as needed.
8. Tests and adjusts repaired systems to meet manufacturer's performance specifications.
9. Performs routine and schedule maintenance services such as oil changes, lubrications and tune-ups.
10. Overhauls or replaces carburetors, blowers, generators, distributors, starters and pumps. Repairs and services air conditioning, heating, engine-cooling and electrical systems.
11. Repairs or replaces shock absorbers and aligns vehicles front ends.
12. Complies with established security and safety policies and procedures.
13. Performs other duties, including special projects, as needed and directed.
14. Flexible scheduling including but not limited to weekends, evenings and holidays.

### **Supervisory Responsibilities**

1. Not applicable

### **Qualifications**

1. Communicates effectively verbally and in writing with management, coworkers and vendors.
2. Develops constructive and cooperative working relationships with coworkers and management.

3. Analyses information and evaluates results to choose the best solution to solve problems.
4. Maintains up dated technical knowledge of mechanics and equipment and vehicle maintenance.

**Education**

1. Knowledge of the practical application of machines and tools including their designs, uses, repair and maintenance.
2. Knowledge of safety methods in working with hazardous waste materials and maintaining a safe work environment.
3. Knowledge of relevant equipment, policies, procedures and strategies to promote safe and secure technical operations within the vehicular mechanical field.
4. Knowledge of materials, methods and tools involved in the construction and repair of truck and trailer systems.
5. Knowledge of circuit boards, processors, chips, electronic equipment and computer hardware and software including applications and programming.
6. One to three years of automotive mechanic experience, preferred.
7. Minimum of a high school diploma or General Education Development (GED).

**Physicality**

1. Performs physical work activities that require considerable use of arms, legs and moving the entire body.
2. Such movement includes climbing, lifting, balancing, walking, stooping and handling of chemicals and materials.

**Work Environment**

1. Performs work in garage environment.
2. This environment includes extremes in temperature, loud noises and strong fumes from exhaust, chemicals and gases.

**Signatory Authority:**

1. Not applicable

**Restricted Access:**

1. Not applicable

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