

POSITION	AUTO MECHANIC
DEPARTMENT	BUILDING AND ADMIN
JOB LEVEL	COOP
REPORTS TO	BUILDING AND ADMIN SUPERVISOR
AREAS OF RESPONSIBILITY	DELIVERY TRUCKS, POWER PRODUCTS, EQUIPMENT, SERVICE UNITS
Functional Responsibilities	<ol style="list-style-type: none"> <li>1. Reviews work order and discuss work plan with immediate superior.</li> <li>2. Plan work procedures, using charts, technical manuals, and experience.</li> <li>3. Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.</li> <li>4. Confer with requisitioning department representatives to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements</li> <li>5. Validate complaints by examining vehicles and equipment to determine extent of damage or malfunctions.</li> <li>6. Repair, reline, replace, and adjusts as necessary.</li> <li>7. Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups</li> <li>8. Regularly inspect equipment and vehicles and maintain its good running/functional condition.</li> <li>9. Test drive vehicles, and test equipment, components and systems using required test tools and machines.</li> <li>10. Uphold the company credo.</li> </ol>
	<p>KNOWLEDGE REQUIRED</p> <ol style="list-style-type: none"> <li>1. <b>Mechanical</b> -- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.</li> <li>2. <b>Troubleshooting</b> -- Determining causes of operating errors and deciding what to do about it.</li> <li>3. <b>Repairing</b> -- Repairing machines or systems using the needed tools.</li> <li>4. <b>Equipment Maintenance</b> -- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.</li> <li>5. <b>Complex Problem Solving</b> -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</li> <li>6. Work requires willingness to work in flexible schedules.</li> </ol>