

Job Description

Job Title: **Mechanic**

Level: Shop and Field Operations

Reports to: Operations Manager

Original: January 2, 2018

FLSA Classification (US Only): Non-Exempt

EEOC Classification (US Only): Craft Workers

Last Revision: September 14, 2018

Purpose

The mechanic position is responsible to trouble shoot, repair and perform preventative maintenance on all types of vehicles and/or equipment and hand tools. Repairs shall be made in a safe, cost effective and time efficient manner. The mechanic must have practical knowledge of machinery and tools. The mechanic must have solid judgment and a good understanding of the possible consequences of the work they perform, and understand when to consult with the lead mechanic.

Duties and Essential Functions

1. Comply with established company safety and operating rules, procedures, and guidelines; and be responsible for reporting un-safe practices to your supervisor.
2. Work along with lead mechanic and operations manager to prioritize and delegate workload to accomplish daily and weekly assignments.
3. Maintain a clean and safe working environment to protect oneself and others in accordance with all department guidelines and all applicable company safety rules.
4. Must be able to operate all types of vehicles, equipment and tools.
5. Must be able to perform minor and major repairs on all types of equipment, including but not limited to, all vehicles, trailers, and power operated equipment as well as hand tools.
6. Will be responsible for maintaining accurate records of time and parts used on specific work order tasks.
7. Perform all other duties as apparent or assigned by supervisor

HSE Essential Functions

1. Recognizes and complies with Health, Safety and Environmental rules and policies that are applicable to each location.
2. Candidate must have excellent safety record, implement company safety program, and positive safety attitude.
3. Participate fully in the Job Safety Analysis (JSA) program.
4. Participate in Behavior-Based Safety programs (BBS).
5. Report all incidents immediately to supervisor.
6. Participate fully in ARKOS's incident reporting and investigation program as well a customer's incident reporting and investigation program
7. Participate fully in site specific Emergency Action Plans.

Job Requirements

Education:

- High School diploma or its equivalent
- 2 year degree in heavy truck mechanics at the vocational level is desired but not required

pg. 1 This job description is a general description of the job, is not intended to be a comprehensive description, and may be subject to change at any time. Arkos Field Services & affiliated companies are Equal Opportunity Employers.

- Specific mechanic certifications may be required and/or desired

Experience:

- Minimum of five years of experience may be substituted for the vocational school requirement

Skill Requirements:

- Hydraulic systems, gas engines, diesel engines, electrical systems, drive trains and various hand tools.
- Must have basic typing and writing skills.
- Must be able to add, subtract, multiply and divide.
- Must have the knowledge and ability to prioritize job tasks.
- Must be able to work independently.
- Must pursue personal development opportunities and is committed to staying current within field of work.
- Must support teamwork by participating, cooperating, and communicating with co-workers.
- Must be able to effectively communicate with customers and co-workers by providing accurate, meaningful, courteous and timely responses to their questions or concerns.

This position will entail other duties as assigned.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job:

- The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear.
- Specific vision abilities required by this job include close vision depth perception, and ability to focus.
- The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus tool or equipment manipulation.