

JOB DESCRIPTION

Shop Tech

The Shop Tech will work with the shop foreman to perform truck repair, maintenance and inspections. All duties are completed in accordance with company policies, and all safety, federal, state and local regulations.

SHOP responsibilities

- Observe and adhere to all safety and security procedures.
- Provide excellent customer service.
- Assist dock customers and process orders.
- Other duties as assigned.

TECH responsibilities

- Diagnose, maintain and repair trucks and heavy-duty equipment systems.
- Perform specified work on maintenance and repair orders with efficiency.
- Effectively communicate on work to be performed, changes required in scope of work, job status, etc.
- Perform service work and tire repair and replacement work.
- Prepare and maintain maintenance records in accordance with company policies, and state and federal regulations.
- Maintain the shop in a clean and uncluttered state.
- Ensure all shop equipment is operated safely and in sound working order.
- Other duties as assigned.

Qualifications/Preference: *An individual must be able to perform or learn these essential duties satisfactorily. The list below is representative of the knowledge, skill, and/or ability required for this position.*

- HS diploma or equivalent.
- General math skills required; addition, subtraction and multiplication.
- Exceptional customer service skills.
- Familiarity with computers.
- Must have a strong work ethic and be dependable.
- Preferred own hand tools.
- Must be able to perform tasks safely.
- Regular and consistent attendance is an essential function of this position.

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.*

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- While performing the duties of this Job, the employee is regularly required to sit; drive for extended periods. The employee will routinely stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
- Requires ability to lift, move and exert in excess of 100 lbs. occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

EOE M/F/D/V Drug-Free Workplace

