

JOB DESCRIPTION

Position Title:	Fleet Mechanic
Department/Location	Laconia, Court Street Office
Reports to	Operations Manager
Status	Non-Exempt

Summary:

Maintains equipment operation by completing inspections and preventive maintenance requirements; correcting vehicle deficiencies; making adjustments and alignments; keeping records.

Essential Duties / Responsibilities:

- Determines vehicle condition by conducting inspections and diagnostic tests; identifying worn and damaged parts.
- Keeps equipment available for use by completing preventive maintenance schedules; installing component and part upgrades; controlling corrosion; completing winterization procedures.
- Corrects vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems, such as, power and drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics; completes machine shop operations; making adjustments and alignments including bearing loads, gear tooth contact, valve mechanisms, governors, oil systems, control linkages, clutches, and traction units.
- Verifies vehicle performance by conducting test drives; adjusting controls and systems.
- Complies with federal and state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Maintains vehicle records by annotating services and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contains costs by using warranty; evaluating service and parts options.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Assists in property maintenance, as needed
- Remains in compliance with SPCC plan.

- Updates job knowledge by participating in educational opportunities; reading technical and regulation publications.
- Enhances maintenance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Perform other duties as directed by Management.

Fleet Technician Mechanic Skills and Qualifications:

Tooling, Supply Management, Mechanical Inspection Tools, Technical Understanding, Attention to Detail, Dependability, Thoroughness, Verbal Communication, Documentation Skills, Inventory Control, Job Knowledge

Stafford Companies Mission Statement:

To provide our customers with quality products at a fair price; to provide service in a manner that respects all customers; to treat our customers and employees with consideration; to care for the environment and support the community in which we live.

Essential Physical Requirements Fleet Mechanic

Work Schedule:

Number of Hours per Day:

8+

Number of Hours per Week:

40+

Job Requires:

Maximum Lifting/Carrying of:

50 lbs

Frequent Lifting/Carrying of:

25 lbs

Approximate Ground to Overhead Maximum:

20 lbs

Repetitive Motion:

Required Repetitive Motion? (Check all that apply)				
	Wrist	Elbow	Shoulder	Ankle
Right	X	X	X	X
Left	X	X	X	X

JOB REQUIRES:

Amt of Time Spent:

	Continuous 100%-67%	Frequent 66%-34%	Occasional 33%-1%
Bending		X	
Kneeling	X		
Squatting		X	
Climbing		X	
Standing	X		
Walking		X	
Sitting		X	
Reaching		X	
Driving			X
Fine Motor Skills		X	
Lifting/Carrying		X	
Twisting		X	
Writing/Data Entry			X