

STRATHMEYER

L A N D S C A P E

Job Description

Job Title: Mechanic Assistant

FLSA Classification: Hourly, Overtime Eligible

Reports To: Fleet Maintenance Mechanic

Prepared: February 2018

The major role of this position is to effectively and efficiently provide support to our team by assisting the Fleet Maintenance Mechanic in maintaining our fleet of trucks and equipment; including repairs, preventative maintenance and repairing both in the shop and for occasional road service operating from our Dover, PA location. At Strathmeyer Landscape our Mechanics play a crucial role in supporting our Operations and Production Crews. Our Team Members understand, agree to, and implement Strathmeyer Landscape's Vision Statement and Core Values.

Duties and Responsibilities include the following – other duties may be assigned.

Responsibilities:

- ❖ Routine maintenance and service of vehicles, pickups, light and medium dump trucks, loaders and equipment
- ❖ Perform scheduled maintenance and run test after making repairs or performing maintenance
- ❖ Responsible to understand company expectations.
- ❖ Responsible to ensure quality standards are met or exceeded – i.e. coworker and company specified.
- ❖ Provide support to the production team and ensure time deadlines are met.
- ❖ Performing road calls and emergency services as necessary.

Administrative Responsibilities:

- ❖ Maintain necessary administrative processes–i.e. weekly/monthly schedule, timesheets, incident reports etc.
- ❖ Record and track all needed vehicle and equipment reports as directed by Fleet Mechanic.
- ❖ Enforce and manage all Company specific policies and procedures.

Other Responsibilities:

- ❖ Ensure cleanliness of Company owned property, equipment and vehicles.
- ❖ Ability to work night, weekend as unexpected emergencies arise.
- ❖ Willing to work outside in all types of weather
- ❖ Other duties and responsibilities as assigned by the Fleet Mechanic.

Strathmeyer –Mechanic Assistant

Physical Environment:

- ❖ Lift and carry fifty (50) pounds.
- ❖ Work kneeling or bent over for extended periods of time.
- ❖ Work varied schedule
- ❖ Work in extreme conditions – i.e. excessive heat, cold and various types of precipitation.
- ❖ Driver License

Qualifications:

Skill-set, Experience and Knowledge:

- ❖ Ability to understand Company processes, procedures, expectations and directives.
- ❖ Commitment to a high quality and customer service standard.
- ❖ Ability to communicate both verbal and written effectively.
- ❖ Ability to evaluate and solve problems.
- ❖ Ability to work independently.
- ❖ Current valid driver license. CDL a plus
- ❖ Ability to pass DOT physical and driving test.

Educational and/or Experience:

- ❖ Knowledgeable in preventative maintenance.
- ❖ Knowledge of diesel engines and/or internal combustion engines, automatic transmissions, steering, and drivelines
- ❖ Welding and fabrication experience is preferred but not required.