



Job Description: Mechanic

Alternative Titles: N/A

Revised: August 2, 2017

Department/Business Unit: HJC Shop

FLSA Classification: Non-Exempt

Timesheet Group: HJC Shop

Reports To: Fleet/Yard Manager

General Purpose: To maintain and repair all Company vehicle and equipment assets.

Work Schedule: Shop hours vary from 5:00 am to 10:00 pm Monday through Friday with weekend work as needed. Must have open availability any time any day of the week.

Responsibilities & Duties

- Follow checklists to inspect, repair, reline, replace and belts, hoses, adjust brake systems, steering mechanisms, spark plugs, wheel bearings, linkages and other important parts to ensure that they are in proper operating condition.
- Use handtools such as screwdrivers, pliers, wrenches, saws, pressure gauges, as well as power tools such as milling and woodworking machines, lathes, welding equipment, grinders, pneumatic wrenches, precision instruments, jacks and hoists.
- Examine and adjust protective guards, loose bolts, and specified safety devices.
- Perform routine maintenance such as cleaning, changing oil, checking batteries, and lubricating vehicles, equipment and machinery.
- Reassemble, test drive and inspect vehicles and equipment to diagnose malfunctions or to ensure that they are working according to manufacturer's specifications including post-repair/post-assembly testing.
- Dismantle, reassemble and raise trucks, heavy parts or equipment using hydraulic jacks or hoists.
- Inspect and verify dimensions and clearances of parts to ensure conformance to factory specifications.
- Inspect, test, and listen to defective or worn equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, pressure gauges, micrometers and gauges.
- Recondition, repair or replace parts, pistons, rods, bearings, gears, and valves, headlights.
- Test, replace and rewire electrical components such as ignition systems, lights, and instrument panels using test meters, soldering equipment, and hand tools.
- Specialize in repairing and maintaining parts of the engine, such as fuel injection systems.
- Align front ends and suspension systems.
- Inspect, maintain, repair, adjust, and replace damaged or worn automotive, mechanical equipment and machinery such as pumps, compressors, seats, doors and windows.
- Install and repair accessories, such as radios, heaters, mirrors, and windshield wipers.
- Repair and service air conditioning, heating, engine cooling, and electrical systems.
- Disassemble, tune, overhaul and test vehicles, machines, equipment, internal combustion engines, pumps, generators, transmissions, clutches, and differential units to ensure operating efficiency.
- Diagnose and repair vehicle heating and cooling systems.
- Adjust or repair computer controlled exhaust emissions devices.
- Repair and replace damaged or worn parts such as shock absorbers, carburetors, blowers, generators, distributors, starters, pumps and automobile bodies.
- Read and understand operating manuals, blueprints, inspection reports and technical drawings.
- Confer with coworkers to obtain descriptions of vehicle problems and to discuss work to be performed and future repair requirements.
- Review work orders and discuss work with supervisors.
- Calculate bills according to record of repairs made, labor time, and parts used.
- Plan work procedures, using charts, technical manuals, and experience.
- Record details of repairs made and parts used.
- Repair manual and automatic transmissions.
- Maintain cleanliness of work area.
- Rebuild parts, such as crankshafts and cylinder blocks.
- Drive trucks to haul tools and equipment for on-site repair of large machinery.

- Fabricate new metal parts, using drill presses, engine lathes, and other machine tools.
- Repair bent or torn sheet metal.
- Install and repair agricultural irrigation, plumbing, and sprinkler systems.
- Work within company policy as outlined in the HJC Farms Employee Handbook and in compliment with the HJC Farms Human Resources Policy Manual, HJC Farms Safety Manual and OSHA Safety rules
- Perform other duties as assigned

Required Education

- Associates or other similar degree in automotive/diesel systems or technology preferred

Required Experience

- 2 years of automotive/diesel/machinery mechanic experience

Required Skills/Licenses/Certifications

- Commercial Driver License Class A preferred or ability to obtain a CDL Class A license within 120 days of employment
- ASE/Manufacturer certification preferred
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

Supervisory Responsibility

- This position does not have any supervisory responsibility

Physical Demands & Working Conditions

The primary physical demand characteristic of the position is classified as Medium Work. Exposure to environmental conditions includes extreme heat and cold, temperature changes, moisture and humidity, industrial/shop noises, vibrations and hazards.

- The constant physical demands of the position are standing, walking, grasping, feeling, talking, hearing, and eye/hand/foot coordination.
- The frequent physical demands of the position are lifting, carrying, stooping, kneeling, crouching, reaching, handling, and repetitive motions.
- The occasional physical demands of the position are sitting, pushing, pulling, climbing, balancing, and crawling.

Travel Requirement

- This position requires occasional over-the-road travel

Required Tools-of-the-Trade

- Must have own set of hand tools.

Required Personal Protective Equipment

Employees must use hard hats, eye protection (ANSI Z87), hearing protection (where required), safety-toe protective footwear (ANSI Z41), reflective vest, shirt, or pant cuffs (for nighttime work), and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure. Other personal protective equipment may be required for specific projects and/or clients.

Equal Opportunity Statement

HJC Farms is an equal opportunity employer. HJC Farms strives to recruit and employ the most qualified personnel and provide equal opportunities for advancement, including promotion and training, without regard to race, color, religion, gender, national origin, sexual orientation, citizenship status, veteran status, and, to the extent provided by law, age, marital status, disability or any other protected class as defined by federal, state or local laws. HJC Farms is committed to a workplace free from harassment, intimidation, and coercion at all sites and in all facilities where employees are assigned.

Candidate/Employee Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. This Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date

Printed Name