

**Mechanic**  
**Cranesville Block Co., Inc.**



**Summary:** Maintains diesel equipment operation by completing inspections and preventive maintenance requirements; correcting vehicle deficiencies; making adjustments and alignments; keeping records. Maintaining a safe work environment.

**Essential Duties & Responsibilities:** Other duties may be assigned.

- 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.
- Updates job knowledge by participating in educational opportunities; reading technical and regulation publications.
- Maintains a safe and clean workshop. Follows company safety policy.
- Enhances maintenance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Supervisory Responsibilities:** None

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Preferably familiar with diesel trucks, engines, heavy equipment, transmissions, tires, mechanisms, completing paper work, manufacturing plants.

**Education and Experience:**

Six months - One year related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Able to deal with problems involving a few variables in standardized situations.

**Certificates, Licenses and Registrations:**

None

**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.

While performing the duties of this job, the employee may be regularly required to sit and talk or hear. The employee frequently may be required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee may regularly lift and/or move up to 65 to 100 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 10 pounds.

**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 may be regularly exposed to dust or dirt particles and other outside weather conditions. The employee may be frequently exposed to moving mechanical parts; high, precarious places; and vibration. The noise level in the work environment is usually moderate.

**Why Choose Cranesville:**

- Competitive Pay
- Medical, dental and disability benefits
- Group Retirement Savings Platforms
- Health and Wellness Programs
- Cranesville is a family business that offers growth and self-development opportunities for all job types.