**JOB DESCRIPTION – DIESEL MECHANIC TRAINEE**

**STATUS:** Non-Exempt **DEPARTMENT:** Maintenance

**DATE:** June 2021

**FUNCTION**

The Diesel Mechanic Trainee provides maintenance and repair to heavy equipment. of semi tractors and trailing equipment. The Mechanic will utilize safe practices to ensure that E.W. Wylie Corporation equipment is repaired for safe and effective transport.

**ORGANIZATIONAL RELATIONSHIPS**

1. The Diesel Mechanic Trainee reports to the Shop Manager.
2. The Diesel Mechanic Trainee has no supervisory responsibility.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Assists with the maintenance of trailers that need to be service on a given day.
2. Prepares a work order on each piece of equipment and makes sure parts are charged properly.
3. Performs quarterly service on trailers to ensure equipment is safe and reliable.
4. Performs inspection annually of equipment to comply with the federal standards.

**OTHER DUTIES**

1. Other duties as assigned.

**MENTAL AND PHYSICAL REQUIREMENTS**

1. Ability to problem solve in order to solve complex repairs
2. Ability to repair, using critical thinking skills to solve complex repairs.
3. Ability to use tools and equipment designed for the maintenance of semi-tractor and trailer equipment.
4. Ability to use a forklift and other heavy equipment safely and effectively.
5. Strong verbal communication skills needed to articulate information in a clear and concise manner
6. Excellent listening skills in order to interpret what you hear and provide the right answer.
7. Ability to perform assigned duties under frequent time pressures in an interruptive environment with changing priorities.
8. Ability to lift and carry objects up to 75 pounds.
9. Frequent bending and twisting.

**EDUCATION, TRAINING AND EXPERIENCE**

1. Mechanic schooling preferred.
2. High school diploma or GED required.

**WORKING ENVIRONMENT AND CONDITIONS**

1. Maintenance environment

**EQUIPMENT AND TOOLS**

Computer

Telephone

Mechanic tools

Heavy equipment

Diesel Technician tools

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The company recognizes that an individual with a disability may require an accommodation to enable him/her to successfully perform a job function. Consideration will be given to reasonable accommodations. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.