**JOB DESCRIPTION – DIESEL TECHNICIAN**

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

**DATE:** June 2021

**FUNCTION**

The Diesel Technician has responsibility for the timely and accurate repair of semi tractors and trailing equipment. The Diesel Technician will utilize safe practices to ensure that E.W. Wylie Corporation equipment is repaired for safe and effective transport.

**ORGANIZATIONAL RELATIONSHIPS**

1. The Diesel Technician reports directly to the Shop Supervisor.
2. The Diesel Mechanic has no supervisory responsibility.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Repairs and performs maintenance on all company equipment, such as filters, fluids, interior plastics, paint or buffering, replacing interior parts, etc. utilizing safe and cost-effective means.
2. Troubleshoots equipment problems using technology or tools available.
3. Responsible for following processes and guidelines to ensure work is performed in a safe manner.
4. Participates in the DOT annual inspection of equipment and ensures any repairs recommended are completed.
5. Assists in the quarterly deep-clean of the shop in order to clean and organize the space, tools and equipment utilized to maintain the trucks and trailers being serviced.
6. Performs monthly check of shop equipment and tools to ensure they are working properly. Reports any issues requiring repair or replace to the Shop Supervisor. Additionally, makes sure the inventory is accurate.
7. Performs weekly tasks such as, checking oil, replacing waste filters and taking out garbage.
8. Prepares a work order for every piece of equipment that is worked on, recording the repairs and services that are performed.
9. Checks and records all equipment in the yard daily and shares the list with team members.
10. Obtains status updates on trade trucks to determine which trucks have delivered their load and which are on the road (along with their location).
11. Performs building maintenance as needed, such as fixing doors, touching up paint, checking storage tank levels, removing snow, performing yard work and cleaning the facility.
12. Initiates and prioritizes work to keep other team members busy and ensures deadlines are being met.

**OTHER DUTIES**

1. Other duties as assigned.

**MENTAL AND PHYSICAL REQUIREMENTS**

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

**EDUCATION, TRAINING AND EXPERIENCE**

1. Diesel Technician Certificate or Technician degree preferred.
2. 1-2 years of truck repair experience required.

**WORKING ENVIRONMENT AND CONDITIONS**

1. Truck terminal
2. Maintenance environment

**EQUIPMENT AND TOOLS**

Computer

Telephone

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.