

## **JOB DESCRIPTION – Shop Helper**

**STATUS:** Nonexempt **DEPARTMENT:** Maintenance

**DATE:** May 2022

### **FUNCTION**

The Shop Helper is responsible for assisting in various shop operations activities and supports management personnel. The Shop Helper is an individual contributor and considered a helper in shop.

### **ORGANIZATIONAL RELATIONSHIPS**

- The Shop Helper reports directly to the Shop Manager.
- The Shop Helper has no direct supervisory authority.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Operate inspection lane; verifying load securement, securement quantity per truck and proper operation of all DOT required points of truck and trailer.
- Maintain all securement items, assist with refurbish as needed.
- Assist with equipment inventories.
- Assist with load transfers.
- Assist diesel technicians in aspects of repairs.
- Responsible for building and yard maintenance.
- Assist service advisor and parts coordinator with job tasks.
- Assist driver training with truck walk-around and inventories.
- Assist in the Check-In and Check-out procedures for driver hires/terms.
- Run errands and take drivers to various locations as needed.

### **OTHER DUTIES**

- Other duties as assigned.

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to perform assigned duties under frequent time pressures in an interruptive environment.
- Ability to use tools and equipment designed for the maintenance of heavy-duty truck and trailer equipment.
- Ability to lift and carry objects up to 75 pounds.
- Frequent bending and twisting, long periods of standing.
- Ability to work in inclement weather conditions.

### **EDUCATION, TRAINING AND EXPERIENCE**

- High School Diploma or GED required.
- Valid Driver's License required.
- One-year general work experience in a maintenance facility, preferably in a trucking environment.
- Class A CDL preferred.

### **WORKING ENVIRONMENT AND CONDITIONS**

- Maintenance environment.
- Truck terminal.

### **EQUIPMENT AND TOOLS**

Computer

Heavy equipment

Diesel technician tools

Telephone

Copy machine

Fax, scanner

Microsoft office

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.