

HM Repairs – Shop – Diesel Technician I

Position Overview

Reports To: Shop - Manager

Dotted Line Oversight By: NONE

Direct Reports:

- NONE

Dotted Line Oversight For:

- NONE

Position Description

Assists with basic mechanic activities and maintaining shop cleanliness.

Accountabilities

- **BASIC MECHANIC ACTIVITIES (60%)**
 - Perform basic maintenance (oil changes, lube, filters, brakes, etc.).
 - Perform minor diagnostics.
- **SHOP CLEANING (20%)**
 - Pickup and organize tools & equipment.
 - Sweep/clean floors after job completion.
 - Dispose of waste/used products (oil, antifreeze, steel, etc.).
- **RECORDS MAINTENANCE (15%)**
 - Maintain job records of parts inventory and serviced vehicles.
- **ATTEND TRAININGS (5%)**
 - Attend and/or participate in various trainings (online, manuals, etc.).

Impacts

- Consistent practice of main mechanic tasks.
- Improved safety and efficiency with clean shop environment.
- Increased skills through interaction with other mechanics and training materials.

Required Competencies

- Reliable attendance and openness to learn.
- Interest in working in a shop environment.
- Clean driving record.
- Ability to lift 75lbs and walk 10,000 steps per day on a regular basis.

Preferred Competencies

- Demonstrated competencies with basic mechanical tasks.