

## Mechanic

**Purpose:** Perform duties associated with providing high-level, fast-paced service to the company's fleet of vehicles.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Keep vehicles available for use by inspecting and testing vehicles; completely preventative maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters, etc.
- Maintain vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components, repairing body damage.
- Verify vehicle serviceability by conducting test drives; adjusting controls and systems
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Maintains vehicle records by recording service and repairs.
- Keep shop equipment operating both inside and outside the ambulance by constantly by troubleshooting breakdowns,

maintaining supplies, performing preventative maintenance, and calling for repairs.

- Updates job knowledge by participating in educational opportunities.
- Keep building and grounds safe and functional by performing maintenance, reporting an issues to the appropriate parties.

**Qualification/Requirements:**

Must be organized and able to work independently.

Demonstrate the ability to use to operate necessary computer programs for work orders, service records.

Must be able to push, pull, move, and/or lift in a safe manner a minimum of 100 pounds to a minimum height of 4 feet.

Work requires continual attention to detail in establishing priorities and meeting deadlines.

Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

**Education/Training/Experience** High school diploma or GED; one or more years of experience or training; or equivalent combination of education and experience.