



# **D&D Mulch and Landscape, Inc.**

## ***Mechanic Job Description***

### **Job Background:**

D&D Mulch and Landscape, a local company selling exterior yard products (loam, mulch, decorative stone) and construction aggregates (gravel, sand, fill, stone), is expanding its operation and looking for an experienced person to add to their growing team.

This full-time position has been created to add a skilled Mechanic to our team who is able to assemble, maintain, and repair machinery and vehicles ranging from lawn mowers to 18-wheelers. The mechanic will be responsible for ensuring functionality and reliability of machines, engines, mechanical systems, and any other equipment operated by D&D.

The Mechanic must have great attention to detail and be able to work with various machines and tools as well as follow all safety policies. They will work in a team and are responsible for reporting to the Operations Manager, Vice-President, and President in a safe, efficient, and clear manner.

This is a new position with a lot of growth potential for the right person. Our company has many long-term employees who have developed personally and professionally with our company over the last 25 years.

### **Job Responsibilities:**

*The Mechanic is expected to:*

- Keep equipment available for use. This is done by inspecting and testing vehicles and completing preventive maintenance (such as engine tune-ups, oil changes, tire rotation, replacement of filters, etc.)
- Ensure equipment remains in functional condition by listening to operator complaints, repairing engine failures, repairing mechanical and electrical systems malfunctions, replacing parts and components, repairing body damage, etc.
- Maintain vehicle records by recording service and repairs
- Keep shop equipment, garage, and entire workspace clean and organized
- Keep an up to date inventory of equipment parts and notify for re-order when needed
- Handle any complaints or grievances from equipment operators
- Communicate with management regarding the everyday operation of the garage

### **Enhanced Responsibilities:**

The busiest time of year for the mechanic is from November to June, where they are expected to work quickly, efficiently, and accurately while maintaining a calm composure under pressure. An excellent mechanic displays a strong commitment to all health and safety guidelines, clear communication skills, a problem-solving ability, and has great physical strength and stamina.

### **Requirements**

- High School or equivalent education
- Knowledge of Ford F-Series trucks, Kenworth tractors, and Caterpillar equipment
- Proven mechanic experience