**Reports To:** Administrative Manager

**Hours:**  Monday – Friday / 8:00 p.m. – 5:00 p.m.

**SUMMARY**

The Truck Mechanic is responsible for performing the required maintenance and repairs on the construction fleet, which includes ready-mix trucks, ready-mix pumps, tractors, trailers, skidsteers, and front-end loaders. Most work will be completed in a shop setting. Some service work may take place in the field. Previous experience with ready-mix trucks is preferred.

**DUTIES**

* Adhere to the Company’s safety and health policy
* Operate the Mechanic’s Truck in a safe and productive manner
* Trouble shoot electrical problems
* Ability to overhaul breaks and suspension
* Perform DOT inspections
* Troubleshoot air system problems on tractors and trailers
* Identify improper alignment on trucks
* Matching up tires on trucks and trailers
* Basic repairs and maintenance on equipment fleet
* Ensure that each piece of equipment is properly serviced and ready to be placed back at production at the start of the next shift
* Follow directions from immediate supervisor
* Work together as a team to complete the task

**REQUIREMENTS**

* Must own tools to perform the required tasks
* Valid Class A or Class B Driver’s license preferred, with clean driving record
* Must have excellent written and oral communication skills
* Have the ability to schedule and coordinate work effectively
* Must be able to work independently with limited supervision
* Knowledge of the operation of ready-mix trucks is preferred