

<b>Job Title:</b>	Fleet Mechanic	<b>Required Commitment:</b>	2 years		
<b>Flexible Hours:</b>	M-F Between 6:00AM-5:00PM	<b>Position Type:</b>	Full-time		
<b>Will Train Applicant:</b>	No (3 years experience required)	<b>Contact:</b>	Jason Hurst		
<b>Location:</b>	32 Route 41, Gap, Pennsylvania				
<b>Applications Accepted By:</b>					
<b>Fax or Email:</b> (610) 593-6023 <a href="mailto:Jason@thefenceexperts.com">Jason@thefenceexperts.com</a> Subject Line: RE: Mechanic Job Position		<b>Mail:</b> Jason Hurst The Fence Experts 32 Route 41, Gap, PA 17527			
<b>Job Description</b>					
<b>Roles and Responsibilities</b>  Primary roles include supporting the team with mechanical skill, while keeping overhead costs down by making sure equipment and vehicles are compliant, safe, and operated with care. The Mechanic is concerned with the longevity of our equipment, vehicles, and tools, and keeps them well-maintained to avoid costly major repairs due to abuse or neglect.					
<b>Equipment/vehicle repair and maintenance</b> <ul style="list-style-type: none"> <li>Repair and maintain mini skid steers, forklifts, vehicles, etc., as time and skill allows. When outside repairs or maintenance is needed, schedule and coordinate repairs with Scheduling Manager and repair shop. If extra help is needed, coordinate with Scheduling Manager.</li> <li>Organize turn-around on breakdowns and scheduled maintenance, and keep maintenance costs down by doing in-house work whenever possible.</li> <li>Keep good records for DOT &amp; maintenance intervals. Maintain a system of accountability for drivers (oil, DOT compliance, equipment care, etc). Keep vehicle/equipment documents &amp; records organized and up-to-date.</li> </ul>					
<b>Crew support</b> <ul style="list-style-type: none"> <li>Support crews with equipment repairs (generators, mini skid steers, etc.) <i>Our goal is to keep things running well for as long as possible. If abuse of any tool, vehicle, or piece of equipment is evident, this needs to be brought to the attention of the individual, as well as the Operations Manager.</i></li> <li>On call assistance for crews with breakdowns, both over the phone, and on-site at the shop.</li> <li>Flexibility to stagger daily start time with other staff so that someone is available in the shop by 6:15am to address any last-minute repairs or answer crew questions.</li> </ul>					
Equipment and vehicle maintenance is paramount, and every opportunity (rain days, winter, etc.) should be taken to get things done so vehicle & machine use can be maximized on good days. This may mean doing a service interval earlier than planned (i.e., a rain day comes up and a truck is in the shop, but it's not due for maintenance or oil for another 2 weeks).					
Keep a running list of non-urgent repairs/upgrades which can be done in the winter when things are slow. This will enable you to increase efficiency by focusing on what's important in the busy time, and will also give us work when things slow down!					

**Essential Job-Related Requirements:**

Experience as professional mechanic for at least 3 years. Diversity of education and experience preferred.

**Required Skills and Experience**

1) Exceptional leader with excellent character who is gifted at working with people, able to speak candidly with love, and positively influence others. 2) Self-motivated and efficient person who can learn and adapt to new things quickly, and who demonstrates an exceptional work ethic. 3) Flexible and mature individual who is able to work effectively and efficiently by himself or in conjunction with others. 4) Capable of assuming full responsibility of a vehicle repair shop and who consistently exhibits exemplary relations. 5) Able to train others with the skills and processes he has learned.

Approved By:	Jason Hurst	Date:	03/18/2019
Last Updated By:	Sara J. Hurst	Date:	03/26/2019